

Minute Taking for Better Meetings

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 205-16

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/minute-taking-for-better-meetings/>

Practical Skills in Active Listening and Note-Taking

Meetings are an important part of the group decision-making process. With today's flatter, less hierarchical organizations, one week you could be asked to chair a meeting and the next week to record the minutes. Minutes are a record of the group's decisions and action items and it is vital that they are clear, concise and accurate. This seminar helps participants to understand the full range of their role and responsibilities as Minute Takers, to work effectively with the Chair and to produce agendas and minutes in a variety of styles – formal, informal and action.

Workshop participants will take part in a mock meeting to gain a practical understanding of the roles of Chair and Minute Taker, to practice taking accurate notes and producing correct minutes. Active learning takes place in a relaxed and fun environment.

Course participants will be encouraged to summarize their key learning points and prepare a short action plan to implement on their return to work.

Learning outcomes

At the end of this workshop, you will be able to:

- Develop and practice skills in active listening and note-taking
- Develop and practice writing minutes in different styles – formal, informal and action
- Use reported speech correctly
- Prepare an agenda
- Recognize the importance of working closely with the Chair

Workshop topics

Agenda

- How to structure an agenda – sample formats

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Role and responsibilities – working with the Chair
- How to amend the agenda

Taking Notes at the Meeting

- Identifying irrelevant discussion
- Developing active listening skills
- Taking accurate notes

Producing Minutes

- Role and responsibilities of the Minute Taker
- The importance of preparing for the meeting
- The conventions of minutes and notes of meetings
- Using reported speech and plain English
- Punctuation and numbering
- Sample formats
- Distribution of the minutes

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone who needs to take factual records of meetings.