



# Minute Taking

Duration: 1 Day  
Non Accredited

## Accreditation

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**This workshop is not currently accredited, however a certificate of attendance can be provided for C.P.D purposes.**

## Introduction/Summary

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**Minute taking is an integral factor in the success of a meeting. When the discussions are underway and decisions are being verbally made, accurate meeting minutes will record what has taken place and what actions are required.**

This course provides participants with a good understanding of the purpose of meetings and teaches delegates how to take concise minutes that are easy to read and form an accurate account of a meeting. Effective listening, note taking and summarising are covered.

This workshop is useful for anyone who needs to produce factual records of meetings and this workshop can be delivered at our dedicated training centre in Basildon or tailored to meet your needs and delivered at your own premises.

## Content

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**The following are a sample of the intended content for the course, but these could change depending on the requirements of the group:**

- Cycles and stages of meetings
- The four roles in a meeting
- Preparation and understanding responsibilities
- Preparation check list
- Agenda setting, layout and presentation, timing and circulation
- Sections of the meeting
- The purpose of minutes
- Attending meetings and listening skills
- Useful words and phrases for minutes
- Taking notes
- Structuring Notes
- Writing up notes, layout and numbering
- Styles of minutes in use and common questions
- Recording decisions and actions

## Requirements/Pre Requisites

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There are no pre-requisites for this course.