

Taking Minutes

Course information



tnta
THE NATIONAL TRAINING ACADEMY



Overview

Taking minutes effectively and efficiently and knowing when and what to record is a real skill to master. It can be challenging! If you don't use shorthand, it can be difficult to keep up with and record what is being said.

A minute takers job is extremely important as good minutes capture discussions, decisions and actions, providing a record of a meeting. What should this look like, what needs to be included and what can be omitted?

This course will look at strategies to address difficult situations and explores the relationship between the minute taker and others.

Without training, the task can feel extremely daunting. Training with us will help you to feel confident, driven and fully prepared to take on this role. This course is for everyone who takes minutes (or notes) in meetings. The skills learnt will help you to develop a clear understanding and apply techniques to the role of the minute taker.

This course contains the following modules:

Module 1 - The purpose of minutes - In this module you will look at types of minutes, when minutes are used and the benefits of taking minutes.

Module 2 - The role of minute taker - In this module you will look at the role and skills of a minute taker, planning, preparation, responsibilities during and after the meeting, distribution, storage and skills.

Module 3 - Working with others and potential barriers - In this module you will look at working with others, potential barriers of attendees and issues that could arise at the meeting.

Module 4 - Producing minutes - In this module you will look at minute templates, seating plans and summarising discussions.