

TAKING AND PRODUCING MINUTES OF MEETINGS

Aim:

To help meetings administrators take and produce better minutes by understanding the function of minutes; alternative minutes formats; and the human factor involved in meetings.

Objectives:

By the end of the course delegates will have:

- Understood and agreed the function(s) of minutes in an organisation
- Clarified the skills of minute taking and production
- Identified minutes formats and their best use
- Identified and resolved common difficulties of language and style
- Identified and considered the impact of people and politics at meetings.

Numbers: 12 maximum

Duration: half day, 9.30 to 1pm or 1pm to 4.30pm

Style: interactive, group work, handouts

Suitable for: new and inexperienced minute-takers

TAKING AND PRODUCING MINUTES OF MEETINGS – course descriptor

A half day course designed to give confidence and skills to new or inexperienced minute-takers. The course explains the purpose of minutes and how they serve the organisation; looks at different minute formats, language and style; and touches on the people and politics of meetings.