

Successful Minute Taking

Duration: 1 Day

Venue: Cardiff

Book Today Take Minutes at Speed

Overview

This course will teach you how to take concise minutes and produce an accurate record of meetings as well as exploring the relationship between the minute taker and the chair. You will be taught how to take notes at speed that can be typed up and circulated to all attendees. You will also have the opportunity to share best practise in minute taking and develop a greater understanding of your responsibilities as minute taker.

Who should attend

This course is great for those who find it difficult to take notes especially when the chair and attendees speak so fast. Anyone responsible for taking minutes should attend this course, past attendees have included personal assistants, administrators and managers.

What's Next

Report Writing

Communication Skills

Content

- What are meetings for?
- What's the recipe for a good meeting?
- The Agenda ...what to include.
- How do you take notes when everyone speaks so fast?
- Why Minutes?
- Responsibilities of the minute taker
- What do they look like? And why?
- Putting it into practice

Book Now

02920 440010

training@ecomlearning.co.uk