



4D Training

Effective Minute and Note Taking

Who would benefit?

The programme is intended for delegates who wish to improve their ability to capture key discussion points and produce accurate minutes with confidence.

Objective

By the end of this course, the participants will know how to reduce the time it takes to produce accurate minutes with confidence, work effectively with the chairperson to prepare the meeting and agenda, be able to identify and overcome barriers to listening during meetings. They will also know note-taking techniques that work and be able to identify and capture the key points of a discussion and to use these skills to produce accurate minutes confidently.

Content

- Report Writing
 - Barriers to written communication
 - The format - the advantages of a systematic approach
 - Developing a logical sequence of working
 - Six stages to Effective report writing
- The 'Effective' Meeting
 - The role of the chairperson, the minute taker and the meeting participants
 - Understand the purpose of different types of meetings and the terminology used
 - The importance of the agenda
 - The purpose and format of the minutes
- Listening Skills
 - Overcoming barriers to listening
 - What is active listening?
 - What tactics can be employed to help stay focused?
- Methods of Note-Taking
 - Introduction to speedwriting
 - Introduction to mind-mapping
 - Identifying key points
- Writing the Minutes
 - Using correct business language and grammar
 - Using a suitable structure and format
 - Producing Action Items
 - Tips for using MS Word

Duration

One Day