



4D Training

Minute Taking and Speed Writing for PA's and Executive PA's

Who would benefit?

Taking the minutes at a meeting is an important skill and can be very stressful. Improve your note taking skills with this fun interactive workshop.

Objective

By the end of this course, delegates will be able to:

- Reduce the time it takes to produce accurate minutes with confidence
- Know how to work effectively with the chairperson to prepare the meeting and agenda
- Improve the way to listen during meetings
- Learn note-taking techniques
- Know how to identify and capture the key points of a discussion
- Become more confident in minute taking skills

Content

- Understand the role of the minute taker v the role of the meeting chair
 - The importance of the agenda
 - The purpose and format of the minutes
- Identify the skills required to take minutes
 - Listening Skills
 - Overcoming barriers to listening
 - What is active listening?
 - What tactics can be employed to help stay focused?
- How to capture the key points of a discussion
- Learn about different note taking styles with a focus on speed writing
 - Basic speedwriting rules
 - Useful abbreviations
 - Building your speed
- Be familiar with different formats/structures of minutes
 - Using correct business language and grammar
 - Using a suitable structure and format
 - Producing Action Items
 - Tips for using MS Word

Duration

One day