Minute Taking

Overview

Taking and writing effective minutes is vital to the efficient organisation and a good minute-taker can transform the effectiveness of a team.

This one-day minute-taking course equips you with the knowledge and skills you need to write professional minutes with confidence.

Who is this course aimed at?
This one-day minute taking is aimed at anyone that might have to take minutes as part of their job role.

What does the course cover?
- The basic principles of minute taking
- Getting prepared for the meeting
- Agenda preparation
- Good listening skills
- Note taking
- Writing the minutes
- The ABC of good writing
- Narrative minutes
- Speed writing
- Preparing for minute taking practical
- Minute taking practical
- Reviewing and checking the minutes

How to book
To book this training please contact WorkforceDevelopment@southend.gov.uk

Need Identified: To equip participants with the knowledge and skills you need to write professional minutes with confidence.

 Desired Outcomes: This is a hands-on course with practical exercises throughout the day to help you capture the essential information accurately.