

EFFECTIVE MINUTE TAKING

COURSE OUTLINE

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Effective Minute Taking

Course Aims

This one-day course is aimed at anyone who wants to develop their confidence and ability in minute taking. Through trainer input, group discussion and live practice with feedback, participants will explore why accurate minutes matter, apply the POWER model (Planning, Organising, Writing, Editing, Reviewing) to taking and writing up minutes, learn three approaches to capturing minutes (minute book, mind map and table plan), identify and overcome common barriers to effective minute taking, practise taking minutes of a meeting, work through three types of minutes (verbatim, summary and action points), decide which type is needed for which meeting, and practise writing up minutes with constructive feedback.

Duration

6 hours (Face to Face or Virtual)

Target Audience

This course is aimed at anyone who wants to develop their confidence and ability in minute taking. It provides an opportunity to practise and receive feedback on your skills in taking and writing up minutes.

Learning Outcomes

By the end of the course, participants will be able to:

- State why it is important to take accurate minutes
- Apply the POWER approach to taking and writing up minutes
- Identify best practice in taking and writing up minutes
- Take accurate minutes using at least one of three minute-taking methods
- Identify and overcome barriers to effective minute taking
- Write up minutes of meetings which are accurate and clear

Course Content

Session 1 - Why Accurate Minutes Matter

- The importance of accurate minutes.
- The implications of getting them wrong.

Session 2 - The POWER Model

- Planning, Organising, Writing, Editing and Reviewing.
- What to do at each stage to produce effective minutes.

Session 3 - Three Approaches to Minute Taking

- Minute book.
- Mind map.
- Table plan.

Session 4 - Barriers and How to Overcome Them

- Common barriers to effective minute taking.
- Practical techniques to overcome them.

Session 5 - Practice and Feedback — Taking Minutes

- Taking live minutes of a simulated meeting.
- Receiving constructive feedback from the group and trainer.

Session 6 - Three Types of Minutes

- Verbatim, summary and action points.
- Deciding which type is needed when.

Session 7 - Practice and Feedback — Writing Up Minutes

- Writing up clear, accurate minutes of a meeting.
- Receiving feedback and refining your approach.

Session 8 - Course Review and Action Planning

- What have you learnt?
- How will you apply your learning in the workplace?