

# MINUTE TAKING

US 13934 / NQF Level 3 / 4 Credits

## ***Sharpen Your Skills for Clear, Concise, and Professional Minutes***

Minute-taking is an essential skill that enhances communication, accountability, and organisational efficiency. However, many find the process overwhelming. This course is designed to take the stress out of meeting preparation and minute-writing, equipping you with the practical skills to confidently capture key discussions and decisions.

By improving your listening, note-taking, and documentation skills, you will gain the confidence to produce concise, clear, and professional minutes that add value to your organisation. Whether you're new to minute-taking or looking to enhance your efficiency, this course provides structured techniques to ensure accuracy and effectiveness.

### **WHO SHOULD ATTEND**

- Anyone who attends meetings and may be required to take minutes
- Administrators and secretarial staff responsible for meeting documentation
- Team leaders or managers seeking to enhance communication and accountability
- Anyone who wants to improve their minute-taking skills for professional growth

### **HOW YOU WILL BENEFIT**

- Understand the purpose and importance of accurate minute-taking
- Gain confidence in preparing, structuring, and formatting minutes
- Improve active listening and note-taking techniques
- Learn how to summarise key points concisely while eliminating unnecessary detail
- Enhance your ability to produce and distribute professional minutes

*One-day course 08:30 -16:00*

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## **WHAT WILL BE COVERED**

### **Creating an effective agenda**

- Understanding the purpose of meetings and your role in their success
- Structuring a well-organised agenda that guides discussions effectively
- Ensuring agenda items appear in a logical and systematic order
- Identifying key topics and time allocations for discussions

### **Understanding the purpose of meeting minutes**

- Why accurate minutes are crucial for decision-making and accountability
- The role of minutes in tracking actions, agreements, and responsibilities
- Recognising different meeting formats and documentation requirements

### **Enhancing minute-taking techniques**

- Preparing for meetings by gathering necessary documents and resources
- Active listening strategies to capture key information efficiently
- Effective note-taking techniques for clarity and accuracy
- Summarising key points while eliminating unnecessary detail

### **Producing and distributing professional minutes**

- Drafting clear, structured, and concise minutes
- Editing minutes for accuracy and clarity before finalising
- Presenting minutes in a professional and readable format
- Distributing minutes appropriately to relevant stakeholders