



Effective Minute Taking and Writing

"Good writing is clear thinking made visible"

- Bill Wheeler

Learning with a difference...

Benefits

- Create clear, easy to read minutes that are a true reflection of the meeting
- Improve meeting productivity and efficiency, saving time and money
- Enhance business dynamics and communication
- Generate a proactive attitude, with an emphasis on integrity
- Feel confident and competent in the role as the minute taker

Course content

- Understand the importance of a secretary to a meeting, discussing in detail the role, responsibilities and relationship to the Chair
- Discover the use of conventions in meetings
- Revise the proper use of the English language, including spelling, grammar and punctuation
- Practical exercises to practise note taking and enhance your listening skills
- Learn how to select the key points to include in the write up

Master the art of taking and writing minutes and be renowned for accuracy, reliability and timely delivery.

Course overview

Meetings are an important part of running any company. However, unless meetings are followed up with concise, accurate and timely minutes, they can be enormously wasteful in both time and money.



You will gain a clear understanding of your role, as the meeting Secretary, not only during the meeting but also before and after. You will learn how to assist the Chairperson in the smooth running of the meeting, the timely production of accurate minutes and monitor any follow up action, thereby ensuring that meetings are cost effective and so having a positive impact on your Company's success.

Enhance your listening and note taking skills and learn how to be selective in your write up, nevertheless still capturing the full meeting content correctly.

Duration

1 day
09:30 - 16:30

Book Now

Call our Sales team on
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

"The most powerful weapon on earth is the human soul on fire"

- Ferdinand Foch

Other courses we offer

- Effective Business Writing
- Communication Skills
- Microsoft Word - Introduction, Intermediate and Professional

What our customers say about our courses

"I enjoyed the day and learnt so much"

"Approachable trainer, very good course"



People Productivity &
Specialist IT Training



Trelawn House, 34 North Bar
Banbury, Oxfordshire, OX16 0TH
Telephone: +44 (0)1295 - 253 253
Fax: +44 (0)1295 - 253 255
Email: sales@baselinegroup.co.uk