



4D Group

Effective Minute Taking (and Speed Writing insight)

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

- The 'Effective' Meeting
 - The role of the chairperson, the minute taker and the meeting participants
 - Understand the purpose of different types of meetings and the terminology used
 - The importance of the agenda
 - The purpose and format of the minutes
- Listening Skills
 - Overcoming barriers to listening
 - What is active listening?
 - What tactics can be employed to help stay focused?
- Methods of Note-Taking
 - Introduction to speed writing
 - basic speedwriting rules
 - useful abbreviations
 - building your speed
 - Introduction to mind mapping
 - Identifying key points
- Writing the Minutes
 - Using correct business language and grammar
 - Using a suitable structure and format
 - Producing Action Items
 - Tips for using MS Word

Duration

One day