



Workshop title: Effective Minute Taking

| | |
|----------------------|--|
| Aim: | To help staff to develop their understanding and skills in relation to the preparation and recording of different meetings |
| Designed for: | Any staff likely to take notes or minutes at different meetings |
| Objectives: | By the end of the workshop, staff will <ul style="list-style-type: none">- recognise the different purposes of meetings and the types of notes or minutes needed- understand their role in supporting the chair to achieve the purpose of the meeting- know how to create accurate notes or minutes of meetings with clear actions |
| Method: | This workshop will be participative, using practical examples and exercises to help everyone relate the learning to their role in taking minutes and notes at meetings |
| Length: | One day, 9.30 – 4.30 |
| Preparation: | In addition to their personal objectives, staff should discuss with their manager the relevance of the workshop objectives to their role and the arrangements for follow up and debriefing |
| Follow-up: | Staff write their own learning log and action plan to apply their learning to their own job; this should then be discussed with their sponsoring manager at the workshop debrief so that it can be supported and actioned. |
| Facilitator: | Shân Dobinson is the lead management consultant with Trinity Training, based just outside Coventry and working with a wide range of companies, charities, local government and voluntary organisations. |

Workshop Content: Effective Minute Taking

Introduction

- * Objectives and format of workshop
- * Trainer and participants
- * Why do people have meetings?

Not all meetings are the same

- * Purpose of different meetings
- * Purpose of different agenda items
- * The human dynamic of meetings

The role of the minute or note taker

- * Purpose of recording meetings
- * Roles of chair and minute / note taker
- * Preparation and follow up
- * Practical working together during the meeting
- * The use of meeting templates

The skills of recording meetings

- * Listen, concentrate and summarise
- * Structure information with actions
- * Clear unambiguous language
- * Individual learning logs