



Call 0800 112 3034 for bookings and information.

Meetings and Minute Taking

The Meetings and Minute Taking course covers the whole Meeting cycle beginning with working with the Chair to create the agenda, to understanding the requirements of differing roles within meetings. This is followed by the purpose, different styles of and functions of minutes. Practical exercises are included to allow delegates the experience of note taking and then transcribing these into minutes. This course will benefit those new to minute taking and the experience minute taker alike.

Course Content

The Agenda:

The purpose, content and structure of the meeting's agenda.

What the items mean.

Working with the Chairperson to create an agenda as a 'control tool' for the Chair.

The Meeting:

Purpose and Types of Meetings

Vocabulary associated with meetings Apologies, Matters Arising, Committee Business, Any Other Business, etc.

Roles and responsibilities of the Chairperson and Minute Taker

Meeting Preparation and Procedures

The Minutes:

Function and Requirements

Preparing the Minutes

Follow-up Actions

Taking Minutes

Practical exercise to give delegates the opportunity to practice note taking and writing these up as formal minutes

Course Duration

1 day

Course Cost

£230

Certification

Attendance Certificate