Effective minute taking

Whether our full time role or just an occasional activity, many of us find ourselves having to take meeting minutes from time to time. The task may be sprung upon us, there is rarely a standard template and we have usually not been advised about the required format!   This practical workshop will help you take and produce good quality, accurate meeting minutes. It covers effective practices before, during and after the meeting.

Around 2 hours • Face-to-face or virtual   • Typically 4-15 participants   • Supported by course notes • Interactive

Key course elements

Purpose of the minutes
- What are minutes for?
- Considerations for satisfying statutory or regulatory requirements
- Factors to consider when taking minutes
  - Style – should the minutes be action or narrative?
  - Audience, levels of knowledge, confidentiality, distribution methods

Juggling other roles: participant, time-keeper, Chair?

Challenges and how to overcome them
- Weak chairperson, no agenda, no clear actions, splinter groups
- Too much jargon, unfamiliar names, contentious issues

Before, after and during the meeting
- Arriving prepared – context, names, logistics, equipment
- Clarifying understanding, listing actions

Tips and techniques
- Minute taking tips from the experts, including parliamentary PAs and Executive Secretaries
- Examples of good minutes and standard templates

Participants will learn to…

- Take effective minutes that accurately reflect the meeting

- Learn how to work with a variety of Chairs, ensuring that there is clarity of agreement and accurate minutes

- Make the most of the meetings by preparing thoroughly in advance

- Ensure that the minutes meet any Company, statutory or regulatory requirements

- Use standard templates and frameworks to suit all types of meetings

- Utilise a toolkit of skills to overcome the challenges that can present themselves when taking minutes

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