

# Minute Taking

## Aim

Minute taking is a skill that everyone should learn. Taking minutes means effectively recording the key elements of the meeting, either verbatim or through summarising decisions and actions or creating a narrative.

The technique of minute taking is sometimes taken for granted, but it is a skill like any other and takes careful preparation to perform correctly.

## Learning Outcomes

At the end of the workshop participants will know how to:

- Prepare for meetings when they are the minute taker
- Identify and overcome common obstacles to effective listening
- Select and use an appropriate note taking technique
- Note the relevant points from discussions
- Produce a clear, concise and appropriately worded set of minutes
- Follow conventions for the format of the minutes

## Who Should Attend the Workshop:

Anyone who is asked to take notes and minutes at meetings.

## Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility. Copies of the slides will be sent out after each workshop.



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<b>Time</b>	2 hours
<b>Venue</b>	Zoom or Teams **all participants need access to a laptop or PC
<b>Availability</b>	Up to 12 participants  Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
<b>Fees</b>	£750.00 plus vat (£63.00 plus vat per participant)

### More Information:

For an informal chat about the workshop, please contact:

**Tracy Madgwick:**

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07899 665506

### About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DiSC.

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