Minute Taking

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Minute taking is a skill that everyone should learn. Taking minutes means effectively recording the key elements of a 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.

About This Course

Minute taking is a skill that everyone should learn. Taking minutes means effectively recording the key elements of a 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.

Who Should Attend

This minute taking training course is aimed at anyone that might have to take minutes as part of their job role, and it®s reasonable to suggest that the task could be performed by anyone within an organisation at some time or another.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

At the end of this minute taking training course, participants will be able 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 minutes

Detailed Course Outline

The basic principles of minute taking.

Participants review the different type of minutes that can be taken, the reasoning behind each and the function of minutes.

Getting prepared for the meeting

A review of the elements that should be considered prior to a meeting where you are due to take minutes. Focusing on any discussions you might need to have with relevant people and the information that should be covered. There is also a focus on the different roles of people in the meeting and how this relates to the minute taker.

Agenda preparation

Understanding what makes for a well-planned, effective agenda.

Good listening skills.

This is crucial to minute taking and so this session reviews the listening skills of the participants, looks at what barriers there might be to actively listening during meetings and how to overcome these. There is also a review of how to work back from a decision to identify the important elements to record.

Note taking

A review of all the different methods of note taking, the benefits and pitfalls to each and identifying the best type to use.

Writing the minutes.

A practical examination of the structure and layout of minutes.

The ABC of good writing.

Providing a structured approach to ensuring the minutes are written well and are: Accurate, Brief and Clear.

Narrative minutes

A series of exercises to test and improve narrative writing skills. Finally focusing on how to create an Introduction, Summary, Decision and Action.

Preparing for minute taking practical.

A chance to prepare for the practical simulation of a meeting where they will take minutes.

Minute taking practical

Applying the skills they have learnt throughout the day in a practical activity.

Reviewing and checking the minutes.

A review of the participants progress with suggested improvements and what worked well.

Additional Course Details

Nexus Humans Minute Taking training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward. This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Minute Taking course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Minute Taking?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Minute Taking course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Minute Taking training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Minute Taking?

Yes, we provide corporate training, dedicated training, and closed classes for Minute Taking. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Minute Taking?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Minute Taking training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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