



[www.braceybusinesstraining.co.uk](http://www.braceybusinesstraining.co.uk)

Office - 01384 878810

Steve Bracey 07860 841347

Steve Humpherson 07946 308594

## **Minutes & Note Taking**

Taking minutes is one of those thankless tasks that most people try to void.

However, every organisation needs the vital communication process that includes meetings and these meetings must be recorded.

This highly participative course looks at the techniques required to ensure accurate, concise and readable minutes.

### **Course Content**

- Communication skills
- Personal qualities of a successful minute taker
- Hearing v Listening
- Words, sentences & paragraphs
- Reducing the 'Fog Factor'
- Using punctuation to ensure understanding
- How to prepare
- Note taking skills
- Team working with the chairperson
- Individual v 'house' style
- Writing up the minutes
- Layout and format
- The proofreading process
- Group exercise

### **Who Should Attend**

Anyone who has taken or is likely to take minutes of meetings