

## MINUTE TAKING WORKSHOP

Learn how to write concise minutes that are easy to read and form an accurate account of a meeting. Discover the various stages of taking minutes, from preparation before the meeting to effective listening and summarising during the meeting and final production of the minutes after the meeting, and recognise the importance of building a good relationship with your Chair person. This workshop is aimed at anyone who takes minutes as part of their work, whether new to the job or more experienced, taking minutes for occasional team meetings or formal Board meetings. Upon completion of this workshop you will be equipped with the knowledge and skills to write well presented, professional minutes.

### Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

### What are the specific details?

**Price** £85.00  
**Duration** 3 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

### How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbcoll.ac.uk](mailto:business.solutions@nbcoll.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

This workshop will cover:

#### Aims and objectives of workshop

#### What are minutes and why are they important?

#### Preparing to take minutes

- > Role of the minute-taker
- > Are you ready?
- > Who's who at the meeting?

#### Taking minutes

- > What to write?
- > How to write it?
- > Effective listening
- > Overcoming common difficulties
- > Taking minutes - practical activity

#### Presenting minutes

- > Layout
- > Writing style (grammar/language)
- > Presenting minutes – practical activity

#### Tips for successful minutes