

*'Skill and confidence  
are an unconquered  
army'*

*George Herbert*

# Minute Taking Skills

*Have the confidence to get it right!*

Mitchell Personnel Solutions

## Program Outline:

This one day program offers practical, systematic advice on how to prepare, take minutes and present the final product in a clear, easy to read format.

During this course you will learn about:

- The minute taker's role in a meeting
- Prioritising and deciphering information
- Presenting minutes in a readable format
- Preparing for a meeting
- Basic grammar and language refresher

Using interactive learning methods plus examples of minute formats for you to use, this course will ensure you go away with practice, knowledge and a clear understanding of the steps involved in minute taking.

At the end of this course you will:

- Know how to present your minutes in an easy to read format
- Understand your role within a meeting
- Have the confidence to take minutes effectively
- An understanding of the difference between minute taking and dictation
- Walk away with minute templates to use in your own workplace

*This program is designed for individuals new to the role of taking minutes or for those just wanting to increase their confidence. A fresh, interactive training course giving you the minute taking skills you need.*

*exceeding expectations*



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