



Minute Taking

Inspiring Lives, Discovering Futures

The Course

In brief...

The accurate recording of minutes is an essential tool in business but is a skill that is often overlooked. The size of the meeting does not matter but the effectiveness of your Minutes does!

What the Course Leads to

What courses can I do after this?

You may wish to attend further professional development one day courses such as:

- Report Writing
- Presentation Skills

What do I need to apply

To do this course you should have...

There are no formal entry requirements.

Course costs

Costs

£210.0 per delegate. Includes refreshments throughout the day.

Course Content

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During this one day workshop you will learn about:

- The structure of minutes
- How to convert your notes to minutes
- Different types of meetings
- Writing styles and layout
- Working with the Chair
- Being selective about what you minute

Meetings also create actions that need to be:

- Clear
- Properly minuted
- Effectively communicated

You will help improve your listening skills and identify what is relevant.

Key Information

Duration

1 Day

Attendance

Part-time

Level

Other Courses

Qualification Name

College Certificate

Awarding Body

Bournemouth & Poole College

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

