



Taking Effective Meeting Notes

Workshop Duration: 1 Day

Facilitation in English

Workshop Description

Have you ever scrambled to remember who agreed to do what due to non-existent or poorly written meeting notes? Taking effective meeting notes is an invaluable business communication skill. Learn techniques and tools you can use to effectively and accurately take effective meeting notes or create meeting minutes.

The workshop addresses many related issues such as the challenges of taking accurate notes, of acting in the dual role of participant and minute-taker, of summarizing discussions, of preparing agendas, and of recording teleconferences.

Active learning takes place in a relaxed and fun environment.

Who Should Attend

Anyone who is responsible for taking notes or minutes of meetings

What You Will Learn

- How to improve your skills in active listening and accurate note-taking
- How to write minutes in different styles – formal, informal and action – following clear guidelines and examples
- How to express discussion points clearly and concisely
- How to complete your writing of the minutes in less time
- Tips for improving your style of writing
- What common pitfalls of grammar to avoid
- How to use reported speech correctly
- What is important in preparing an agenda
- The value of working closely with the Chair
- Tips for working more closely with the Chair
- How to handle teleconferences

At the end of this workshop, you will be equipped to:

- Take accurate notes of the group's decisions and discussions
- Write clear, accurate and concise minutes in a professional style
- Summarize complex discussion points efficiently
- Work more effectively with the Chair, as part of a team
- Handle teleconferences more smoothly
- Prepare effective agendas

