



Cathy Wilcox Training

Effective minute-taking

What's it about?

You want your minutes to be a professional, accurate and readable summary of a meeting.

Through discussion and exercises we will demystify the whole process, look at the techniques needed before, during and after the meeting and provide simple checklists that give you the skills to deliver impressive results.

What does it cover?

- What are minutes for?
- Your role as a minute-taker
- Your relationship with the chair
- Preparing for the meeting
- Producing an agenda
- Attending the meeting and taking notes
- Active listening
- Writing up the minutes – when and how?
- Six principles of a reader-focused writing style
- Following up after the meeting

What do people think of the course?

“The content was really helpful and went into the right level of detail.”

“A couple of attendees have already dropped me a note to say they found the training really helpful!”