

Soft-Train



*At Soft-Train
Technology Works*

Journalizing Effective Meeting Minutes (1 Day)

COURSE GOAL: The goal of the course is to teach the student the skills necessary to take effective meeting minutes.

PREREQUISITES: Basic understanding of English

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Agenda Topics
- Identify effective Minute taking styles
- Develop Minute Taking

KEY TOPICS:

I. Background

- A. Cycle of a meeting
- B. The Participants

II. Arranging a meeting

- A. Who will attend
- B. Administration

III. Sections of a Meeting

IV. Agenda

- A. Agenda Styles

V. Personal Preparation

VI. Creating the Right Environment

VII. Attending the Meeting

VIII. Taking Notes

- A. The message, not the words

IX. Structuring notes

X. Writing up the Minutes

XI. The Minutes

- A. Styles of Minutes
- B. Common questions about Minutes
- C. Useful words for Minutes

XII. Recording Decisions and Actions

XIII. Layout and Numbering

- A. Layout
- B. Numbering
- C. Look at the Picture

XIV. Impact of the Freedom of Information Act on Minutes

- A. Exempt Information
- B. Impact on Meeting Papers
- C. Referencing Meeting Papers
- D. Writing Minutes

XV. Business English for Minutes

- A. Sentences
- B. Paragraphs
- C. Plain English
- D. Problem Punctuation

XVI. Building Confidence