

# TRAINING SOLUTIONS NORTH WEST

## SPECIALIST TRAINING PROVIDER

Telephone: 0151 431 0058  
Mobiles: 0795 117 6237 or 0789 468 2862

email: [wendy@trainingsolutionsnorthwest.co.uk](mailto:wendy@trainingsolutionsnorthwest.co.uk)  
[kevin@trainingsolutionsnorthwest.co.uk](mailto:kevin@trainingsolutionsnorthwest.co.uk)



## Minute Taking

### COURSE OVERVIEW

Minute taking is an integral factor in the success of a meeting. When the discussions are underway and decisions have been verbally made, accurate minutes will record what has taken place and what actions are required. This course provides participants with a good understanding of the purpose of minute taking. This course teaches delegates how to take concise minutes that are easy to read and form an accurate account of a meeting. Effective listening, note taking and summarising are also covered on this course.

### COURSE CONTENT

- ✓ How to condense your minutes.
- ✓ Using correct grammar.
- ✓ Multiple methods of taking notes.
- ✓ Developing a partnership with the chair.
- ✓ Laying out your minutes.
- ✓ Effective listening techniques.
- ✓ Tools to improve concentration.
- ✓ The meeting cycle.
- ✓ Handling technical language

### CERTIFICATION

Attendance Certificate

## TRAINING SOLUTIONS NORTH WEST

Specialist Training Provider

Telephone: 0151- 431-0058 | Mobile: 0795 117 6237 or 0789 468 2862

web: <http://www.trainingsolutionsnorthwest.co.uk>

Company Registration No. 06254466