

# **Managing Effective Meetings & Minutes**

**The aim of our Meetings & Minute taking course is to help delegates to take and write better minutes of meetings and to do so more easily and speedily.**

**It covers working with the Chair, preparation, summarising, formatting the agenda and the minutes, taking good (but not copious) notes and writing clear minutes. Lessons learned are applicable to most types of meetings.**

## **Who is the course aimed at:**

This is a popular course in both the public and private sectors, and with both junior and more senior staff. Organisational benefits of 'Taking and Writing Minutes' include: better minutes - often shorter too, better communications and a saving in time and effort for Chairs and committee members as well as minute takers.

## **The course objectives are:**

To understand the characteristics of Chairing an effective meeting; to handle difficult people in meetings; to develop best practices in preparing agendas, meeting papers and effective planning strategies for meetings; to develop active listening techniques to support effective taking of minutes; to utilise essential note-taking best practices and techniques; to identify relevant key points from a meeting, and to produce accurate and timely minutes using approved formats, phraseology and actions.

## **The course content will include:**

- Agenda setting and meeting preparation
- The use of minutes
- Developing active listening techniques
- Effective note taking methods
- Writing the minutes
- The role of the Chairperson
- Handling difficult participants
- Characteristics of an effective meeting

## **Location:**

Shropshire Chamber of Commerce, Trevithick House,

Stafford Park 4, Telford, TF3 3BA

## **Time:**

9.30 am - 4.30 pm

## **What our previous participants had to say:**

'I thoroughly enjoyed the course, which was given in a fun and lively manner and I don't think I got bored once! It has given me some useful pointers for improving my

skills at work which I hope to be able to put into practice. It was well worth attending.' **Anita Long, Lanyon Bowdler Solicitors**

'Twelve members of support staff from Walford and North Shropshire College attended the Meetings and Minute Taking Course delivered by Steve Baylis from TAE Training recently, and all of us said that the course was both beneficial and enjoyable. Steve offered some alternative approaches and short cuts which will help us to work smarter not harder and these were presented in a way which engaged all the participants. Steve is very easy to listen to and he responded well to all of our questions. A very worthwhile day.' **Bev Parry, Walford & North Shropshire College**

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**Event dates:**

- 28th July 2010

**Event prices:**

- £148.50 (members)
- £165.00

*VAT to be added to the above prices at the prevailing rate*

[Book or call us on 01952 208 200](#) [Map click to view venue location](#)

**Have your say**

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- Yes
- No

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