Effective Minute Taking

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme.

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To involve the participants actively throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants which are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background to each subject and stimulate discussion and questions.

- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions, and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest

- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness

- **Group work:** group work will be used in order to facilitate practical understanding of the issues and to enhance team working, team building and cooperation amongst participants

Sample programme

10:00	**Welcome and introductions** What makes it hard to do? aims and learning objectives of the day
10:10	**Introducing notes and minutes** ▪ What is a minute? ▪ Why is it important ▪ What makes for a good minute?
	Taking accurate and relevant notes ▪ What to look and listen for ▪ Techniques ▪ Identifying what does and does not work
11:20	Refreshment break
11:30	**The role of the minute secretary** ▪ Your formal and informal responsibilities ▪ Setting up to make the job easier ▪ What you can do at each stage of the meeting process to improve your meetings and your minutes
12:30	Lunch
13:15	**Converting notes into minutes** ▪ Levels of details and degrees of formality ▪ The style of language for minutes ▪ The structure of a good agenda item record
13:45	**Presenting the final product** ▪ Rules ▪ Things to avoid ▪ Issuing the minutes
14:50	Refreshment break
15:00	**Testing the skills** ▪ Practical exercise

15:50	**Closing remark** ▪ To reflect on the experience and leave the training with a sense of completion
16:00	Close