



## ***Planning for Successful Meetings & Taking the Minutes***

### ***A Half-Day Course***

#### **COURSE OVERVIEW**

This short course is designed to enable those recording meetings to understand the importance and structure of agendas and minutes and be able to write clear concise and effective records.

#### **Key Features:**

What are Minutes and why do we have them?

Explore a five point action plan to facilitate successful meetings: the agenda, meeting preparation, note taking, transcribing notes into minutes and gaining minute approval prior to circulation.

Gather techniques for note taking and using vocabulary to prevent minutes being dull or repetitive.

Consider the use of checklists as an "aide memoire" to ensure each step of the process is covered.

NB Our tutor has several years of management experience which includes writing and approving minutes, both formal and informal, in the public, private and charitable sectors.

#### **AUDIENCE**

This short course is for anyone wanting to understand how to prepare agendas and record meetings with confidence.

This course is available as an exclusive corporate event using in-house templates, processes and procedures.

#### **OBJECTIVES**

After completion of this course, the delegates will be able to:

- Know the importance of preparing an agenda and its key components
- Follow the five point plan to successful meetings
- Identify techniques for note taking
- Write clear, concise and effective minutes

#### **PREREQUISITES**

No prior knowledge or experience is necessary.

COURSE FEE: £150.00 per person (Including course notes & refreshments)

To make a booking and for all enquiries:

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