



Effective note and minute taking

It's easy to underestimate the importance of well-taken notes or minutes. But they're usually the basis for business-critical documents and communications – and the decisions that go with them.

This means it's vital that minutes and notes capture key information, and present it succinctly, clearly and accurately. Effective minutes and notes also make it easier and more efficient to create whatever comes next, whether that's a report, article, email, company update or any other kind of communication.

Capturing crucial information

This practical and interactive course will show your team best-practice techniques, including how to prepare for meetings, capture the points that matter and follow up to ensure they have every important detail.

And we'll tailor the course materials to your organisation using real-life document examples you provide, to ensure your team can see exactly how to apply everything they learn.

Who is it for?

This training is ideal for anyone who has to take minutes or notes as part of their role.

What does the programme include?

You can choose to run this course as a short session focusing purely on effective note- and minute-taking techniques. Or we can run a full-day session that also covers further business-writing skills and how to turn the minutes or notes into high-impact reports, emails or articles.

You can also include our unique individual writing analysis. Here, we analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually during the course, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.

Numbers, venue and pricing

We can train any number, including an entire organisation. (Please ask about our courses for individuals if you only need to train one or two people.)

We train in small groups of no more than ten, to make sure everyone gets the individual attention they need.

Our trainers are based in the UK, but we train globally. Wherever you are in the world, we can run the course on your premises. We also train remotely, using a virtual classroom.

The cost will vary depending on how many people you're looking to train and the kind of session or sessions you choose to run.

If you'd like to find out more about prices, call us on +44 (0)1273 732 888 or email info@writing-skills.com.

All our courses come with a 30-day money-back guarantee. If you're not completely satisfied, let us know within 30 days of your first course and we'll give you a full refund.

Learning objectives

By the end of the training, attendees will know how to:

- plan effectively for meetings to ensure they're prepared
- understand their ultimate audience and objectives
- use best-practice techniques for taking notes and minutes efficiently
- identify the key information that needs capturing
- ensure they don't miss vital details and to follow up as needed
- use the active voice in notes, minutes and their write-up
- apply a consistent style to notes and minutes
- write notes and minutes that are easy to turn into reports, articles or updates.

A blended approach for lasting learning

Your team will learn a lot on this intensive course. But changing writing habits takes time and continued practice. So you can choose to combine this training with other interventions to create even better results and lasting change.

You could choose to run a coaching clinic: a follow-up day of individual coaching sessions (which can include an additional writing analysis for each delegate). These one-to-ones help to cement the initial learning and give the trainer and delegates a chance to identify and target any ongoing problem areas.

Or you might like to complement the training with targeted 90-minute lunch-and-learn seminars or webinars. We also have online-learning modules that can reinforce and build on everything the delegates learned on the course.

Contact us to discuss building the blended programme that's best for your team.

Course programme

Effective note and minute taking

9.30 Introduction

Welcome and course overview

- Why clear minutes and notes matter
- Laying the foundations
 - Establishing a meeting's objective
 - Setting the agenda
 - Arriving prepared

10.45 Break

- Taking effective notes and minutes
 - Active listening
 - Making note-taking efficient
 - Capturing the critical information
- Applying the Cornell Method
 - Using the template
 - Summarising and following up

11.45 Break

- Practical workshop: practising the techniques
- Accuracy and clarity
 - Punctuation and grammar check
 - Using the active voice
 - Writing in plain English
 - Checking for errors

Summary

1.00 Close

Capture and share critical information in clear, accurate minutes or notes with this short and intensive training

Course programme

High-impact writing and effective notes and minutes

9.30 Introduction

Welcome and course overview

- Why clear minutes and notes matter
- Preparing for the meeting
- Taking effective notes and minutes
 - Making note-taking efficient
 - Capturing the critical information
- Using the Cornell Method

11.00 Coffee

- Practical workshop: applying the techniques
- Turning notes and minutes into reader-centred documents
 - Understanding your reader
 - Setting clear objectives
 - Reviewing your notes
 - Establishing your key messages

1.00 Lunch

- Creating a logical structure
- Building a persuasive argument
- Making the information flow
- Writing the executive summary
- Drawing in readers with titles and subheadings
- Individual one-to-ones: feedback on writing samples

3.30 Tea

- Improving readability
 - Making your writing active
 - Writing in plain English
 - Structuring your sentences for easy reading
- Designing for impact
- Confident grammar and punctuation
- Perfect proofreading

Summary

5.30 Close

Create concise and meaningful minutes and notes and turn them into effective, reader-centred documents in the full-day course