

# Minute Taking

---

## Introduction

This hands-on practical course looks at the skills and knowledge needed to prepare good minutes. It looks at the context and legal aspects of minute taking, as well as the planning and preparation needed before a meeting. It identifies techniques for note taking, summarising discussions, recording key points and the final write up of minutes. As part of the course some writing will be undertaken in order to practise minute and note-taking skills.

## What will you learn?

By the end of the course you should be able to:

- Understand different types of meeting and how they are recorded
- Understand the importance of preparation and planning before, during and after a meeting to help prepare good minutes
- Understand different techniques for note-taking, paraphrasing and summarising information during a meeting
- Understand the characteristics of good minutes in terms of content, style and recording the content of a meeting accurately

## Who is this course aimed at?

Within the Professional Development programme there are individual courses as well as linked programmes which enable you to understand a particular subject area in more depth. Some courses are directed to specific roles and responsibilities within an organisation and therefore require you to have particular experience or a related job role. Others are more general and aimed at improving your skills, knowledge and ability in key areas of organisational management and development.

The Business, Training and Communication Skills courses form part of the Professional Development Programme. These courses aim to improve the way you get your message across, whether you are expected to give formal presentations, write reports or minutes, or deliver training sessions. Whether you do this within your own organisation or externally for clients and stakeholders, what matters is that you have the opportunity to put what you learn on the course into practice at work.

## What are the entry requirements? (If applicable)

There are no formal entry requirements for this course; however people should have some current responsibility within their organisation for some aspects of this course.

## How is it taught?

This is a very practical course, where you will have the opportunity to practise several different techniques for listening, note taking and preparing the minutes for a meeting. Through discussion, individual and group activities you will build up your knowledge and understanding of the importance of good preparation, teamwork and selecting the most appropriate format for the recording of notes and minutes.

## How will you be assessed?

As you undertake the various activities and tasks these will generate some of the assessment information through worksheets etc. You will also complete a short learning diary which covers those areas of learning and understanding that need a little more

description. Finally, towards the end of the course you will prepare a set of minutes which brings together all the learning you have undertaken. All these parts together will form your work which is submitted for assessment.

### **What will you achieve?**

You will achieve 3 OCN credits at either Level 1 or 2.

### **What can you do after this?**

You can do a number of other courses as part of the Professional Development Programme including perhaps; Public Speaking and Presentation Skills, Report Writing, English for life, Work and Study and Starting Your Own Business.

### **Who are the tutors?**

The course is run by Anita Guy.

### **When does it run?**

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

### **Is there a cost?**

This course is free if you are claiming certain types of benefits. Otherwise it is £70 for individual learners or learners from voluntary organisations (£195 for statutory/private sector organisations). If you have already received a mandatory grant while studying at a UK institution for higher education there is a £10 surcharge – this is to partly recoup the resultant loss in funding for the College.

All accommodation, food, teaching & course materials costs are included.

### **How can you apply?**

For more information please contact the short course office on 0121 472 0116 or email [shortcourses@fircroft.ac.uk](mailto:shortcourses@fircroft.ac.uk). You can apply online at [www.fircroft.ac.uk](http://www.fircroft.ac.uk), by post or in person.

