

# Taking minutes



Minutes capture discussions, decisions and actions; providing a record of a meeting, but what should they look like? What needs to be included and what can be omitted?

This course is aimed at anyone who takes minutes or notes in meetings. The skills learnt will help you to develop a clear understanding and apply techniques to the role of minute taker.

## This course focuses on:

- The purpose of minutes
- The relationship between the minute taker and others
- Potential difficulties you may face and strategies to overcome them
- Techniques for taking minutes
- Different minute layouts and styles to suit your audience.

## Continuing Professional Development (CPD)

Continuing Professional Development (CPD) All of our courses are certified by the CPD Certification Service.

## We offer formal accreditation

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: [www.communitygrouptraining.co.uk](http://www.communitygrouptraining.co.uk) or email [info@communitygrouptraining.co.uk](mailto:info@communitygrouptraining.co.uk)