

# Minute Taking



## Introduction

It may not be everyone's favourite job, but minutes are essential if meetings are to have a clear record of the decisions made and actions required. Effective minute taking is a vital skill in the meeting room and this course covers all you need to know. Whether you are asked to minute the occasional team meeting or you are responsible for minuting formal meetings on a regular basis, this course will have something for you.

## Objectives

- Recognise the importance of minute taking
- Develop key minute taking skills
- Accurately write minutes

## Content

The purpose of minutes  
The role and responsibilities of a minute taker  
The skills and qualities required  
Taking notes  
Converting your notes into a finished document  
Using/creating a suitable template  
Writing minutes  
Proofreading  
Distribution

**Group Size:** up to 12

**Duration:** 1 day (9:30am to 3:30pm)

**Certification:** GBT Minute Taking Certificate of Attendance

For more information, email us at [info@garybedingfield.co.uk](mailto:info@garybedingfield.co.uk)

Gary Bedingfield is a fully qualified further education trainer with over 17 years industry experience and a passion for helping people reach their full potential. He started his own business, Gary Bedingfield Training, in 2009, and delivers trainer training, staff development, employability skills, IT and personal development to clients across the UK including NHS Scotland, CBRE, BP and many local councils. He is the author of the amazon.com best-selling "Training for Trainers Manual".