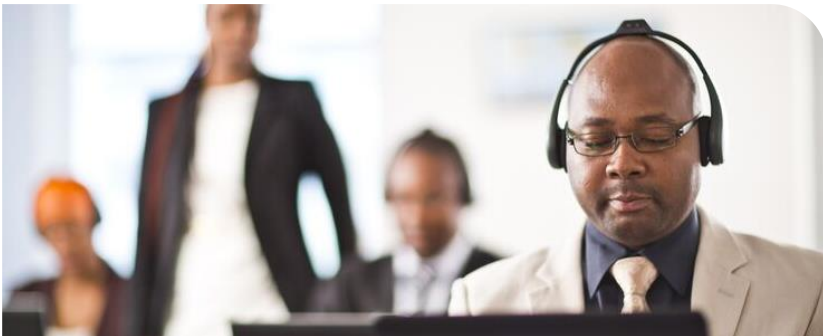


## Minute Writing Skills

Do your teams find it challenging to take accurate, well-structured notes during meetings? Are they able to concisely summarise important points, discussions and next steps? Or does it take them hours to organise and write minutes?

In this practical course, your teams will develop professional note-taking and minute writing skills. They will gain hands-on experience in presenting relevant information concisely, accurately and efficiently and writing relating minutes' format, style and tone to your organisation's context. As a result, your organisation will be productive and present a professional image to stakeholders.



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Objectives	Benefits
<ul style="list-style-type: none"> <li>Take clear, structured, complete and impartial notes that improve the ease and quality of minute writing</li> </ul>	<ul style="list-style-type: none"> <li>Participants will enhance their professional reputation and efficiency through accurate and diplomatic minute writing skills</li> </ul>
<ul style="list-style-type: none"> <li>Clearly and concisely summarise discussions, actions and decisions in minutes resulting in accurate records and next steps</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders will spend less time reviewing minutes and be able to confidently take appropriate action based on their content</li> </ul>
<ul style="list-style-type: none"> <li>Report sensitive situations confidently, objectively and diplomatically in minutes to maintain stakeholder relationships</li> </ul>	<ul style="list-style-type: none"> <li>Your organisation will be able to rely on the accuracy of minutes and project a professional image to stakeholders</li> </ul>

- Establishing level course: build strong foundations
- No experience needed
- Minimum upper-intermediate (B2) level English

# Minute Writing Skills - Course outline

Module	Competency
<b>Minute writing essentials</b> <ul style="list-style-type: none"> <li>Analysing the purpose and benefits of minutes</li> <li>Evaluating your minute writing skills and setting personal goals</li> </ul>	<ul style="list-style-type: none"> <li>Set goals to improve minute writing skills by analysing practices against criteria for effective performance</li> </ul>
<b>Preparing for minute writing</b> <ul style="list-style-type: none"> <li>Preparing for the minute writing role</li> <li>Analysing features of minutes</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for your role as minute taker by clarifying expectations and responsibilities so you can produce minutes that meet context expectations</li> </ul>
<b>Note-taking strategies for minute writers</b> <ul style="list-style-type: none"> <li>Identifying tips for effective note-taking</li> <li>Evaluating note-taking methods</li> </ul>	<ul style="list-style-type: none"> <li>Use suitable methods to effectively take notes during meetings which facilitate the writing of relevant minutes for your context</li> </ul>
<b>Summarising discussions in minutes</b> <ul style="list-style-type: none"> <li>Summarising discussion notes</li> <li>Selecting tone, style and language</li> </ul>	<ul style="list-style-type: none"> <li>Write effective discussion summaries in minutes which are aligned with the tone and style of your context</li> </ul>
<b>Documenting decisions and actions in minutes</b> <ul style="list-style-type: none"> <li>Identifying decisions and actions in meeting</li> <li>Writing clear and complete action points</li> </ul>	<ul style="list-style-type: none"> <li>Write clear and complete action points in minutes to enable productive meeting outcomes</li> </ul>
<b>Reporting sensitive information in minutes</b> <ul style="list-style-type: none"> <li>Responding to sensitive meeting situations</li> <li>Reporting sensitive situations diplomatically</li> </ul>	<ul style="list-style-type: none"> <li>Report sensitive situations in meetings in a diplomatic way so that the minutes are an objective and professional record</li> </ul>
<b>Ensure minutes are clear and complete before sending</b> <ul style="list-style-type: none"> <li>Reviewing and editing minutes</li> <li>Making language accessible in minutes</li> </ul>	<ul style="list-style-type: none"> <li>Send minutes which are clear, complete and accessible for the audience</li> </ul>
<b>Minute writing mini-clinic</b> <ul style="list-style-type: none"> <li>Evaluating minute writing skills</li> <li>Goal setting and action planning</li> </ul>	<ul style="list-style-type: none"> <li>Develop plans to achieve minute writing goals in the workplace by selecting tools and techniques for effective performance</li> </ul>