Pre-course work:
Complete online Lynda.tcd.ie playlist “Trinity minute taking” by clicking on this link:
https://www.lynda.com/SharedPlaylist/e2607c299a374b2a89b8489a46252b27?org=tcd.ie

Minute-taking Made Easy

Overview
Do you need to ensure that your minutes are clear, concise and accurately reflect the decisions taken and actions agreed at a meeting? Would you like to be confident that the notes taken and the minutes created will produce a valuable record of a meeting?

On this highly practical workshop-style course, participants will learn about best practice, how to listen more effectively and how to write less during a meeting – and how to ensure completed minutes achieve their objectives.

On completion of this course, participants will be able to:
- Understand the role and responsibilities of the minute-taker
- Create minutes that are a clear, concise, accurate record of salient points
- Listen more effectively and take shorter notes
- Use simple techniques to write clearly and concisely

Course content
Part 1 – Introduction: Best practice
- Identifying the purpose and readership of minutes (attributed and non-attributed)
- What are the key skills for minute-takers?
- Minute-takers and Freedom of Information / records management

Part 2 – Before and during a meeting
- Meeting checklist and creating an effective agenda
- Listen more confidently – for salient points (and decide what to leave out)
- Take shorter clearer notes (to speed up transcribing)
- Resources: Useful phrases / a smart pen / note-taking template / red pen exercise
- Practice: Highlighting key issues (taking minutes at a ‘meeting’)
- Practice: Taking minutes, using guided role-play in groups

Part 3 – After a meeting
- Templates for formal and informal minutes
- Practice: Writing-up your own notes from the role-play
- Practice: Reviewing others’ minutes from the role-play