



# Minute Writing Skills Training Course

# About This Course

## Minute Writing Skills Training Course



### Do you want to know how to capture and write-up effective minutes from your meetings?

Our Minute Writing Skills Training Course will provide the skills and techniques required to capture and create effective meeting minutes. The course will show you how to capture minutes effectively and clearly and how reproduce them to communicate them to those that need them.

This Minute Writing Skills training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.



# The Course Aim & Objectives

Here's what you will learn on our minute writing skills course



## Course Aim

This Minute Writing course looks at the skills and knowledge required to capture and write up effective minutes.

## Course Objectives

By attending this Minute Writing Skills Training Course you will:

- Know the purpose of meeting minutes and their importance
- Be able to prepare yourself and the tools you need to take minutes
- Know the rules surrounding grammar and language for meeting minutes
- Understand the roles in a meeting
- Know about good and bad minute taking practices
- What should minutes include and not include
- Have a range of tools to effectively capture meeting minutes
- Have the skills to listen effectively
- Have practiced a number of minute taking scenarios

# The Course Content

Here's what we cover in our minute writing skills course



## What are Minutes?

- What are minutes?
- What goes into meeting minutes?
- What do good meeting minutes do?

## Responsibilities

- What are the responsibilities of the minute taker?
- A typical cycle of a meeting and minutes

## Preparing for a Meeting

- What to prepare before attending a meeting?
- Roberts rules of order
- What to do at the start, during and at the end of the meeting?

## Taking Minutes

- Tips for good meeting minutes
- Shortening techniques (truncating words and using symbols and abbreviations)
- Using a minute taking template
- Listening effectively
- Structuring minutes

## Writing Up Minutes

- Translating your notes
- Laying out your structure
- Writing your minutes

## Skills Practice

- Practising writing minutes using videos to observe meetings

# Delivery Options

How we deliver our minute writing skills course



## Open Training Course

**Delivered online as a scheduled open training course**

£215.00 + VAT / €239.00

Price per delegate.



## In-House

**Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.**

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Training Course

Attend our scheduled online training course



**We deliver our minute writing skills training course as an online scheduled open training course.**

**Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.**

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.



# In-House Delivery

Train your team. Train your entire company



**We can deliver our minute writing skills training course just for your team or organisation.**

1

## **Start with an off-the shelf course**

We'll use the content in the overview as a starting point

2

## **Understanding your needs**

We'll work with you to agree what outcomes you want from the course

3

## **Making it yours**

We will shape the content to ensure the course meets your requirements

4

## **Delivering the skills**

We then deliver the course that we've agreed either in-person or online

## **Make it even more bespoke**

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.

# Online Training Course

Fun, engaging and interactive – delivered online



**Our minute writing skills training course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere



# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our minute writing skills course or would like a quote for an in-house course, then just get in touch.

## Call Us:

**UK:** 03333 444575

**ROI:** 015549779

## Email Us:

[hello@revolutionlearning.com](mailto:hello@revolutionlearning.com)

## Visit Us:

**UK:** <https://www.revolutionlearning.co.uk>

**ROI:** <https://www.revolutionlearning.ie>

**EU:** <https://www.revolutionlearning.com>