

learning  
equals  
development

## EQV Course Outline



■ Effective Minute Taking

■ 1 Day

Tel: 0844 888 2732 E-mail: [lets-talk@eqv.co.uk](mailto:lets-talk@eqv.co.uk) [www.eqv.co.uk](http://www.eqv.co.uk)

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

## Effective Minute Taking (1 Day)

### Business Benefit

Making meetings productive and time effective is a big challenge and effective minute taking forms part of the solution to that challenge. This course looks at minute taking in both formal and informal meetings and provides the skills needed to take accurate minutes.

### Who Should Attend?

Those who are responsible for taking minutes at any kind of group meeting.

### Learning Objectives

*By the end of this course  
you will be able to...*

- Explore layouts and appropriate styles.
- Structure and produce agendas.
- Demonstrate effective minute taking.
- Describe the various roles and responsibilities in meetings.
- Create a post course implementation plan.

### Course Content

- The need to take minutes
- Planning and preparation
- Layout and appropriate styles
- Using correct language, grammar and punctuation
- Structuring and producing an agenda to ensure a productive meeting
- Defining and practising minute taking skills
- Speed writing
- Establishing roles and responsibilities in a meeting

2011  
Jul 07  
Aug 08  
Sep 06  
Oct 06  
Nov 03  
Dec 02

2012  
Jan 05  
Feb 03  
Mar 05  
Apr 04  
May 03  
Jun 08  
Jul 06  
Aug 07  
Sep 03  
Oct 23  
Nov 23  
Dec 22

### You may also be interested in

Conducting Successful Meetings, Reading and Basic Written Communication

### Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

## What Delegates Say about this course

*"Gave me a good insight"*

*"Very well presented and understood all information given"*

*"Will be very useful in up-coming meetings to make sure I catch everything discussed"*

