



Minute taking

Working together to be at our best to make a difference.

Introduction:

This personal development workshop has been developed to support any staffs that have responsibilities for taking notes or minutes in meetings or, attending meetings in a support function. It will take you through the role, the skills you need and how to improve them.

The workshop aims to support you with practical tips and techniques for taking minutes and the preparing, structuring, formatting and meeting processes.

Learning outcomes:

- ✓ What is minute taking and why it is important
- ✓ Preparation and preparing the agenda, including logistics
- ✓ What to include within a set of minutes
- ✓ How to produce and manage an effective action log
- ✓ Standardising meeting processes throughout the trust

Who should attend?

This workshop is part of our development for continued improvement offer, which is available to all staff.

What you will need?

- ✓ A willingness to learn and share experiences
- ✓ Protected time to attend – supported by your manager
- ✓ Your ID badge
- ✓ Writing materials

Booking information:

Check dates and availability on ESR

Course Lead:

Penny Harder, Head of Corporate Affairs

