



Minutes and agendas (one day)

This course is designed to give you guidelines and essential skills to help you writing clear and effective agendas and minutes for meetings. More than that, this workshop will explore the ways in which you can become a more effective meetings administrator, and support your Chair more productively.

As with all our courses, all the learning is intensely practical.

Objectives

As a result of attending this course, participants will be able to:

- understand the importance and relevance of thorough preparation;
- build their relationship with the Chair;
- collect material and structure helpful agendas;
- increase confidence in listening and taking notes at meetings; and
- write concise and accurate minutes from notes in an appropriate style.

Numbers on this course must be limited to **twelve** people.

Kairos Training Limited

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Minutes and agendas (one day)

Outline programme

Helping to make meetings work

The need for effective minutes and agendas
The three golden rules of effective writing

What are minutes?

How minutes are used
Producing minutes that work

Preparing to write minutes

Understanding the content of the meeting
Liaising with the Chair

How agendas work

Key features of a clear agenda
Improving agendas: content, sequence, responsibilities, timings

Taking the minutes

Active listening
What to note down?

Intervening to clarify understanding

Summarising from your notes
Checking points for action

Writing the minutes

Constructing a minute
Emphasising action points

Editing the minutes

Paragraphs and sentences
Choosing words wisely

Action session

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