

## Minute Writing Skills – Online Course

### Online Workshop Aims

This online workshop will help you to prepare for producing minutes with confidence, whether you have experience or not. It includes aspects of mindset, some discussion on writing skills and on interpersonal techniques, such as working seamlessly with the chairperson. It will also build the confidence you need to take control of your role in the meeting to elicit the information you need to write minutes that are fit for purpose.

### Learning Objectives

During the online workshop we will discuss:

- The importance of your role in a meeting
- How you can influence the agenda in order to make minute writing more effective
- Clarifying the appropriate style and tone for formal and informal minutes
- Techniques (and rationale) for taking clear notes and summarising them back *in the meeting*
- Adding value and improving collaboration with the chairperson *before* and *during* the meeting
- Influencing meeting attendees to get the information you need for the minutes
- Pre-empting problems and taking appropriate action before they occur

### Benefits

Through discussion on the webinars you will feel a lot more confident and competent in your role as the minute-taker in meetings. Although you will not realistically write minutes during the webinar, you will have absolute clarity in the steps you can take before, during and after a meeting to create the right environment for minute taking.

### Workshop style

A blend of formal input, discussion (depending on numbers) and reflection on experience together with action planning. Please note this will be as participative as technology and numbers will allow. We will concentrate more on the mindset and confidence aspects and delegates will be given structured practical exercises to carry out post-webinar.

**Duration:** 4 x 1.5 hour sessions

### Content Overview

#### Session 1: The problems with minute-writing

- Introductions, setting context and agreeing key objectives
- Problems with minute writing
  - For the minute-writer and attendees C
  - Confidence vs competence
  - Importance of a good chairperson and agenda

- The importance of asking the key questions
- The writing process steps: purpose, planning, production
- Planning
  - Pre-meeting – setting yourself up to succeed
  - Agenda and room preparation
  - Post-meeting actions

### **Session 2: Planning your writing**

- Style and tone – how to write minutes that are fit for purpose
- Gaining agreement
- Purpose and readership
  - Style and tone – how to write minutes that are read and acted upon
    - Word choice
    - Gaining agreement *during* the meeting
    - How you add value to the meeting
  - Helping the chairperson
    - Practical exercises (to be carried out post-webinar)

### **Session 3: Production**

- George Orwell's Rules
- Word choice, style, type of document
- The art of summarising

### **Session 4: Polishing and Next Steps**

- How to check and polish your documents
- Further writing exercises, tutor support and peer review post-webinar
- Close and action plans

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