

Workshops 1 day | Price: £219 + VAT

ESSENTIAL BUSINESS SKILLS: EFFECTIVE MEETINGS AND MINUTE TAKING

Overview

How productive are the business meetings that you attend? Would you agree, there is plenty of room for improvement? Today, meetings are an integral part of business communication. However, we need to make sure our meetings are properly planned, delivered and followed-up in the right way. This practical course will provide a simple, step-by-step approach to ensure that your meetings and minute taking are both effective and beneficial to your organisation.

During this course, you will learn the skills required to ensure that your meetings are effective and that your minute taking is communicated in a clear and concise manner. Where possible, delegates are required to bring along a copy of a recent meeting agenda to be used in the course.

This workshop is limited to a maximum of 12 delegates to ensure that our experienced trainer has the time to assist you with any personal complex points that may arise during the day.

Who is it for?

This course is suitable for anyone who is involved in meetings and minute taking. Whatever role or responsibility you have in your organisation, this course will benefit you personally. This *Effective meetings and minute taking* can be provided as either a half or full day training course.

What will I learn?

Running productive meetings and understanding the importance of minute taking is essential to any professional organisation. This practical course will teach you the fundamental skills necessary to prepare for a meeting, to take an effective meeting, to understand the importance of good minute taking and understand the meeting follow up procedure.

Course Content

- Different types of meetings
- Reasons for meetings
- Improving your active listening skills
- Understanding the meeting structure
- Key roles and responsibilities
- The meeting agenda
- Mastering minute taking skills and techniques
- Selecting the *right* minutes
- Organising your minutes
- Managing meetings for future success

Interested in 'Effective Meetings and Minute Taking' training for yourself or for your team?

Simply enter your name, email address and a contact phone number in the boxes below and we'll get straight back to you.

BENEFITS OF THE COURSE

By the end of the session you will feel....

.....confident that you can hold an effective meeting and take constructive minutes with action points to follow up.

Your Course Tutor

- Matt Lloyd Smith – Crisp Associate

COURSES

This course is also available in house.