

# Effective note and minute taking



Course for companies

In person

**Who is it for?**

Any team who have to take minutes or notes as part of their roles.

**Delivery**

We deliver this course in person.

**Participant numbers**

Four people up to your whole organisation. We train in groups of no more than ten to make sure everyone gets individual attention.

**Course length**

Flexible – typically one intensive half-day session. We can adapt the course for longer or shorter sessions as required.

**Pricing**

The cost of the course varies depending on numbers. Please get in touch to talk about your group:

**+44 (0)1273 732 888****[info@writing-skills.com](mailto:info@writing-skills.com)**

25 years



of better writing

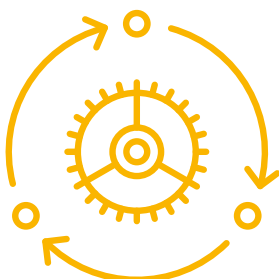
It's easy to underestimate the importance of well-taken notes or minutes. But they're usually the basis for business-critical documents and communications – and the decisions that go with them.

This means it's vital that minutes and notes capture key information, and present it succinctly, clearly and accurately. Effective minutes and notes also make it easier and more efficient to create whatever comes next, whether that's a report, article, email, company update or any other kind of communication.

This practical and interactive course will show your team best-practice techniques, including how to prepare for meetings, capture the points that matter and follow up to ensure they have every important detail.

## Tailored to your organisation

We'll tailor the course materials to your organisation using real-life document examples you provide, to ensure your team can see exactly how to apply everything they learn.





‘We chose Emphasis because they really “got it” – they really understood exactly what we needed and what our issues were.’

Mary Jean Pritchard,  
The King’s Fund

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## Venue

Our trainers are based in the UK, the US and Europe, but we train globally. Wherever you are in the world, we can come to you to run the course. We can also train remotely.

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## Why it works

- ✔ Small-group training ensures each delegate gets individual attention.
- ✔ Targeted exercises and discussion keep learners engaged and mean they immediately practise applying the techniques.
- ✔ Each delegate receives one year’s access to our business-writing helpdesk to support them as they take what they’ve learned into their roles.

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## Learning objectives

By the end of this intensive session, your team will know how to:

- ✔ plan effectively for meetings to ensure they’re prepared
- ✔ understand their ultimate audience and objectives
- ✔ use best-practice techniques for taking notes and minutes efficiently
- ✔ identify the key information that needs capturing
- ✔ ensure they catch all the vital details and follow up as needed
- ✔ use the active voice in notes, minutes and their write-up
- ✔ apply a consistent style to notes and minutes
- ✔ write notes and minutes that are easy to turn into reports, articles or updates.



## What does the programme include?

This course typically runs as an intensive half-day session covering the key techniques for taking effective notes and minutes.

Or we can run a full-day session that also covers further business-writing skills and how to turn the minutes or notes into high-impact reports, emails or articles.

You can also include our unique individual writing analysis. Here, we analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.

Trusted by over 1,000 organisations worldwide, including:



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9.30	<b>Introduction</b> <ul style="list-style-type: none"><li>✔ Welcome</li><li>✔ Course overview</li></ul> <b>Why clear minutes and notes matter</b> <b>Laying the foundation</b> <ul style="list-style-type: none"><li>✔ Establishing a meeting's objective</li><li>✔ Setting the agenda</li><li>✔ Arriving prepared</li></ul>
10.45	<b>Break</b>
	<b>Taking effective notes and minutes</b> <ul style="list-style-type: none"><li>✔ Active listening</li><li>✔ Making note-taking efficient</li><li>✔ Capturing the critical information</li></ul> <b>Applying the Cornell Method</b> <ul style="list-style-type: none"><li>✔ Using the template</li><li>✔ Summarising and following up</li></ul> <b>Intros and endings</b> <ul style="list-style-type: none"><li>✔ Building rapport quickly</li><li>✔ Making endings memorable</li></ul>
11.45	<b>Break</b>
	<b>Practical workshop: practising the techniques</b> <b>Accuracy and clarity</b> <ul style="list-style-type: none"><li>✔ Punctuation and grammar check</li><li>✔ Using the active voice</li><li>✔ Writing in plain English</li><li>✔ Checking for errors</li></ul>
12.45-1.00	<b>Summary and close</b>

## Build your programme: optional follow-up

### Comprehensive e-learning

A year's access to our e-learning programme *The complete business writer*, to build on and reinforce the learning.

### Writing analysis and feedback

Individual analysis of delegates' writing plus one-to-one feedback from the expert trainer, showing each person exactly what to do to write with more clarity and impact.

Get in touch to discuss your writing course today

Call: +44 (0)1273 732 888  
Email: [info@writing-skills.com](mailto:info@writing-skills.com)