

## Minute Taking – Performance Management

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Duration: 1 day

### Course Content

The following are a sample of the intended content for the course, but these could change depending on the requirements of the group:

- Cycles and stages of meetings
- The four roles in a meeting
- Preparation and understanding responsibilities
- Preparation check list
- Agenda setting, layout and presentation, timing and circulation
- Sections of the meeting
- The purpose of minutes
- Attending meetings and listening skills
- Useful words and phrases for minutes
- Taking notes
- Structuring Notes
- Writing up notes, layout and numbering
- Styles of minutes in use and common questions
- Recording decisions and actions

### Pre requisites

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There are no prerequisites for this course