



# Corporate Coach Group

Training that transforms



## Training Plan

### Minute Writing Skills Training

## A Training Plan for Your Organisation

### What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

### Minute Writing Skills Course Summary

Minutes are a written record of the essence of a meeting. They are used to inform those who did not attend the meeting what took place, as well as to keep track of decisions made during the meeting and actions required.

The taking of accurate minutes is an important, but difficult skill. On this Minute Writing training course, delegates will learn how to take notes in the meeting, then write the official minutes, after the meeting.

We show you how to improve your listening, memory, note-taking and writing skills. Learn how to prepare yourself to take excellent minutes.

### Learning Outcomes for the Minute Writing Skills Course

- Gain the benefits of taking excellent written minutes
- Avoid the perils of failing to take good minutes accurately
- Improve your listening, memory and note-taking skills
- In the meeting, use content-mapping to make your initial notes
- Avoid being overwhelmed by the sheer pace of the conversation
- Handle challenging delegates: help them to help you take good notes
- From the initial notes, produce the perfect finished minutes

### Customer Review

“ Most beneficial elements of the course were time management skills - delegating, avoiding distractions; positivity - be positive, spread it and you will get results! Q1-Q4 - will be thinking about this daily! The trainer's presentation was EXCELLENT! Engaged all day. Best training in a very long time.

*Claire Saunders  
University College London*

## Minute Writing Skills Training Course Overview

We start the training with a proper definition of minutes. We contrast minutes to transcripts. Minutes are not transcripts.

Then we explore the skills associated to the ideal minute writer. The minute writer needs many skills: memory, listening, judgement, communication skills, note taking and compositional writing skills.

Then we examine each of the skills and teach you the methods to improve each one.

The combined effect of improving every subset skill associated to minute writing is an immediate giant leap in minute writing ability.

### Customer Review

“ The course provided clear and logical methodologies and best practices in order to focus efforts for the best results. Also provided reassurance on several areas that I already put into practice with supplementary notes. The trainer was clear and directed with a good pace. Good use of examples to explain different areas.

*Michael Stevens  
Production Plus*



## Minute Writing Skills Training Course Details

### Morning Session

#### Why it is important to take good minutes?

The meeting happened at a place and time. After the meeting, the minutes contain the meaning of the meeting.

It is the minutes that represent the meeting.

The minute writer has the responsibility to record the meaning of the meeting accurately.

#### Note the significant difference between minutes and a transcription

- A transcription is a complete record, and it is not refined
- Minutes are not a complete record, but they are refined

It is making good initial notes, during the meeting, that is the most difficult.

To do that, you need to develop your listening skills.

#### Two listening methods: Pan sifter v sponge

The pan-sifter is a selective listener. This is the right way.

The sponge: is not selective and tries to record everything. This is the wrong way.

## Two Listening Skills

### Two Listening Skills

#### 1. Develop the ability to discern the others important point.

- How to pick out the important from the trivial.
- How to pick out the relevant from the irrelevant.

#### 2. Distinguishing between:

- Conclusions – What they think. Record this.
- Reasons – Why they think it. Record this too.
- Rubbish - Everything that has no relevance or is trivial. Don't record this

## Four minute taking methods

1. Content mapping
2. Structured notes
3. Table plan
4. Verbatim notes

## How to take the notes in the meeting

Guide to effective notetaking.

Exercise in note-taking.

## Afternoon Session

A practical exercise designed to put to the test the skills covered so far

A practical exercise designed to put to the test the skills covered so far on the course.

## Managing the delegates

Use the question "How would you like me to minute that?"

Have a "Pre-meeting meeting" with the chairperson

The meeting delegates can help you or hinder you.

Train the chairperson to be your ally.

## The importance of the agenda

The environment: Set the room up to your advantage.

- Name placements
- Air
- Light
- Water
- Freedom from distractions

Preparation is essential:

- Get there early
- Get your things organised and in good order
- Get your mind into the right mood

## Writing the finished minutes

Use the ABC principle: Accurate, Brief and Clear

## Some basics of grammar

A sentence is a statement that communicates a complete thought.

All sentences need at least a subject and a verb.

- Use specific subject nouns
- Use specific verbs
- Avoid ambiguity
- Decide: active or passive
- Practice exercises

## Three ways to write the final notes

1. Transcript: verbatim
2. Main points
3. Action summary

Last big training exercise.

Learning notes from the practice.

## Summary and action plan

Summary and action plan

## Customer Review

“ The course content was fascinating and very relevant to me. Encouraged me to review my positives and negatives but importantly provided clear instruction on tools and models to enhance my personal and professional development: Brilliant. The trainer’s presentation was first class, well delivered, informed, relevant and with the right energy and use of language.

*Nathan Cook  
Cable Management Products*

## Training Costs / Investment

### Bespoke In-House or Live-Online Course

£2,250 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

*International Price Varies*

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

### All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

### We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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## Customer Reviews

- “ The training course was excellent. Very thorough and methodical content, well-structured to promote individual and collective discussion and thought. The trainer's presentation was excellent. Good quick pace with room for discussion and debate. Great practical exercises and group participation

*Edward Wilkinson  
IE Design Consultancy Ltd*

- “ I found all of this course beneficial, both personally and professionally. I found the practical tools for work organisation particularly useful; identifying where I lose time; tools to be less overwhelmed; how to manage my time more effectively. The trainer was an excellent communicator, very knowledgeable with relevant examples.

*Sandjea Green  
Solace Women's Aid*

- “ The course was clear and well structured. Quite comprehensive for two days. Each section reinforced others and using similar principles. The trainer's presentation was very good. Clear speaking. Use of models and diagrams good.

*Andrew Grathaeham  
John Wiley*

- “ Training course content was very useful in putting logical structures around common problems and ways of thinking. Good balance of verbal and visual material. Good delegate interaction without pressure. Trainer's presentation was very engaging with infectious energy and just the right amount of humour.

*Rob Hambling  
NHS Western Cheshire*