



Corporate Coach Group

Training that transforms



Training Proposal 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 leadership and management methods that we need to employ, if we are to achieve our stated goals.

Minute Writing Skills Training Course Objectives

1. Gain the benefits of taking excellent written minutes
2. Avoid the perils of failing to take good minutes accurately
3. Improve your listening, memory and note-taking skills
4. In the meeting, use Content-Mapping to make your initial notes
5. Avoid being overwhelmed by the sheer pace of the conversation
6. Handle challenging delegates: help them to help you take good notes
7. From the initial notes, produce the perfect finished minutes

What is the reason for the training?

We have many members of staff who spend a lot of time in meetings, where a lot of things are said. We need to keep good written notes, 'minutes', of those meetings. The problem is, that not many of our people are well-trained on how to take good minutes of meetings. As a result, we lose a lot of valuable information.

Therefore, for those members of staff who need to take complete, accurate written notes, we want to do some targeted minute writing training.

How many people are doing the training?

Numbers of staff to be trained: TBC

When will the training take place?

TBC

Where is the training location?

In-house

What is the basic premise of the course?

Please read the following page:

Minute Writing Skills Training AM

Why it is important to take good minutes

The meeting happened at a particular 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, in the meeting, that is the most difficult.

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

Two listening methods: Pan sifter vs 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

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

Notes on note taking technique

Exercise in note taking



Minute Writing Skills Training PM

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

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



The training is designed to comply exactly with your requirements:

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. -**Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer, gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

What are the costs / investments?

In-house course

Daily rate is £1,950 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus hotel accommodation for trainer if needed (*Premier inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus three months FREE telephone coaching to answer any on-going questions

Plus free telephone coaching!

To answer any on-going questions, you will also receive email and telephone support from your trainer after you have attended the course.

We suggest the following plan of action:

You please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts
3. The plan of action

Thank you

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A word from our previous delegates...

For feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)