**Note taking**

Why do we need to take notes?

What skills are we using? Hearing and listening.

What is the difference?

(Hearing is an awareness of sound-----Listening is paying attention to that sound)

There is no right or wrong way to take notes. It is up to the writer.

We should take them at both formal and informal meetings.

They are a valuable resource/skill.

They are a part of your role/function as a rep’.

They are there to assist you to pass correct information on to 3rd party or members etc.

You must deal in the **facts** not the waffle. E.g. dates, times, locations, witnesses or hourly rates, overtime rates, pro rata.

OK to use abbreviations as long as you understand them.

Write up as quickly as possible after the meeting, while information is still fresh.

Pool your notes if necessary.

**Do not rely on the company note taker!!!!!!!!!!!** Why?