**Minutes & Meetings**

**Aims and Objectives**

**Duration:** Half Day

**Aim:** to help minute takers to develop or improve their minute-taking skills and increase their awareness of meeting procedures.

**Objectives:** Participants will have a greater knowledge and understanding of how to:

* Compile an agenda
* Prepare for a meeting
* Listen and summarise
* Take effective notes
* Write clear, concise and accurate minutes
* Chairing a meeting

In addition they will have a clearer understanding of meeting procedures and the roles of chair, minute-taker and participants.

**Method:** Discussion, practical exercises