

RSB Training Programme: Taking Accurate Notes in Meetings

The course challenges the common misconception that the only skill a note taker needs is to be able to write quickly. It helps you listen, absorb and evaluate. It suggests effective ways to overcome common problems such as what to note down, how to deal with jargon and technical terms and how to cope with unstructured meetings and unclear speakers. It will help you to prepare the agenda and to structure and write the minutes concisely. The techniques on style and tone will help you with other forms of writing too.

Who is the course aimed at?

For those who want to gain the confidence and skills you need to take on the responsible role of taking notes at meetings and writing the minutes.

What does the course cover?

- Learned techniques for taking accurate, clear notes at meetings
- Discussed ways to solve common problems
- Practised note taking and writing up minutes

This course will show you how you can develop your ability and build your credibility as an important and valued member of the meeting. It will help you to get others at the meeting to support you and work with you. It will also help you to understand your role and responsibilities before, during and after the meeting.

Further information

[Government Knowledge](#) is a leading event provider, specialising in conferences, training workshops, briefings and roundtables on public policy and public sector issues.

Contact

For more information and to register your interest, please [contact](#) our training officer.