

# Agenda, Note-taking and Minutes

## Course Objectives

By the end of the day you will:

- ◆ be able to construct clear and accurate agenda and minutes;
- ◆ be able to take effective notes - extracting the relevant points;
- ◆ be able to write according to Plain English principles;
- ◆ understand how to vary your writing style to suit your audience;
- ◆ be able to measure the quality of your written work;
- ◆ have critiqued agenda and minutes for clarity, style, structure and layout;
- ◆ have constructed an action plan to develop your skills;
- ◆ feel confident that you can carry out this important task successfully.

## Course Programme

0915	Assemble and coffee
0930	Course objectives and introductions

- Effective communication
- Planning and constructing the agenda
- Chair and Meeting Secretary roles and skills
- Note-taking practice and tips
- Format and standards of minutes

## Lunch

### Introduction to Plain English techniques

- What it is and what it isn't
- 10 key writing techniques
- Writing exercises and feedback

### Reviewing Minutes

- Clarity, style, structure, layout
- Presentation tips
- Proofing tips

### Review and action plans

### Evaluation and close