



Minute Taking Skills

In-Company Training (1 Day)

Gain Confident Minute Taking Skills

Tailored Workshop



in-company for
teams



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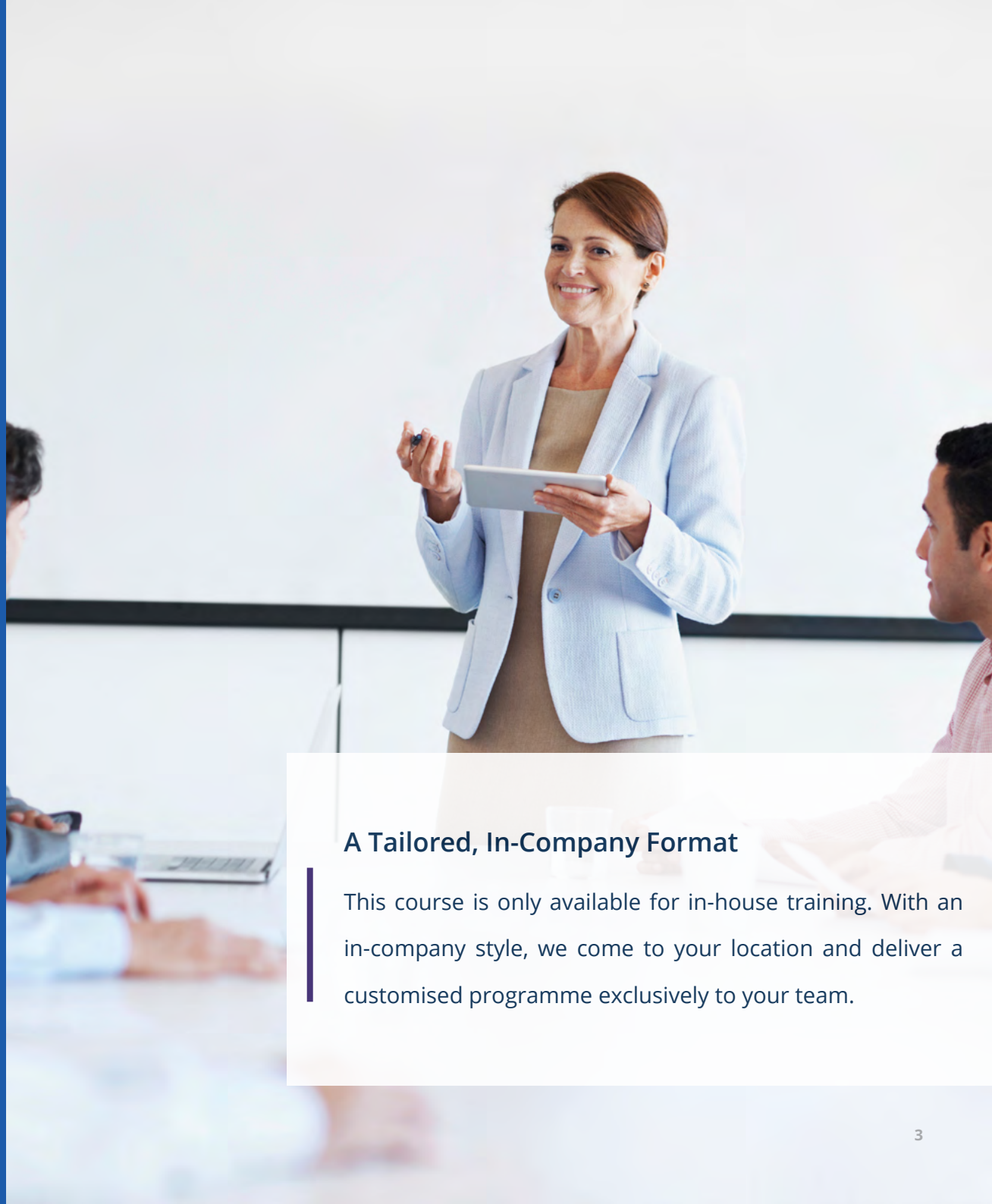
About This Course

Minute Taking Skills

Our 1-day Minute Taking Skills Workshop will teach your team what they need to know in order to take accurate, relevant minutes at any meeting.

The course includes planning a successful agenda, maintaining focus during meetings to ensure nothing is missed, and creating an effective structure for minutes.

Our in-company approach enables your team to get optimum benefit from the training. When designing in-house programmes, we work with you to customise the course content in-line with how you run internal meetings and compile reports.



A Tailored, In-Company Format

This course is only available for in-house training. With an in-company style, we come to your location and deliver a customised programme exclusively to your team.

Delivery Style

We run this Minute Taking Skills Training for in-company (often called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-house style of delivery.

How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



Why In-Company?

- ✓ **Tailored for Your Team** - While still adhering to the course syllabus, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✓ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training (learn more on the next page).
- ✓ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

Delivery Style: Live Virtual Training

Virtual training enables participants to connect to live, trainer-led sessions from wherever they are located.

It's easy to connect and they will gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

How Virtual Training Works

In advance of training, we will send each participant the information and link they need to join the training.

To connect with our live training, participants will need a steady internet connection and a device with a web-camera, speakers, and microphone. Most home internet connections work perfectly for live virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will make sure everyone has guidelines on how to get connected. It's an easy, user-friendly process.



Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for teams that work remotely. They can connect with real-time training sessions from wherever They are currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, your team will learn from subject matter experts. They will also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables participants to interact virtually with their team. Via our online platform, they will be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Ask a Question](#)

[Get a Quote](#)

What Are The Benefits?

✓ A Solid Minute Taking Structure

Develop a structure for compiling minutes that saves you time, improves the clarity of your minutes, and takes the stress away from minute taking.

✓ Increased Accuracy

Our trainers focus on methods for gathering and reporting information in the most accurate way possible.

✓ Best-Practice Techniques

The main objective of this workshop is to ensure that participants leave with clear, best-practice guidelines on how to compile succinct and useful minutes.

✓ A Tailored Approach

As this is a workshop for groups or in-house programmes, we customise the course content to fit your needs.

We will look at how your company runs meetings and compiles reports, and will deliver our training consistent with your practices.

✓ Advice and Tips from Experienced Trainers

Our trainers have been chosen for their training expertise and career experience. They will be happy to offer advice learned from real-life situations throughout the course.



Learn More

Ask A Question

Course Content

① Planning Agendas

- The importance of a well-planned agenda
- Constructing a successful agenda

② Taking Minutes

- Maintaining concentration throughout meetings
- How to identify what's relevant
- Ensuring nothing is left out
- Valuable listening techniques

③ Compiling Minutes

- Developing a format that works
- Tone & Style: what language to use
- Learn the “ABC” of good writing skills:
 - » **Accuracy:** Ensure each point has all relevant information
 - » **Brevity:** Ensure each point is concise
 - » **Clarity:** Your notes should be clear and easy to understand



Tailored for Your Needs

This is an example of our standard Minute Taking Skills workshop content.

When we deliver this course as an in-company training programme, we will discuss your challenges and priorities in advance of the training.

[Get a Quote](#)

3 Ways to Get Started



Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions you have and advise on the best option for your team's Minute Taking Training.

Freephone 1800 910 810



Get a Tailored Quotation

Click the button below to request a tailored quote for your company's minute taking training

We will be in touch with a detailed quotation fitting your team's requirements.

Get a Quote



Ask A Question Online

If you would prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the "Ask a Question" button below is the best option.

We'll respond with the information you need.

Ask a Question

About Us

Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

Stay Connected



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