

Minuting virtual meetings

Overview

Taking minutes is a much under-rated skill. It can be challenging at the best of times. So how do you do it for virtual meetings?

This trainer-led session will help. It's a very practical programme which explores the issues specific to minuting on-line meetings and gives solutions to some of the trickier problems.

Learning objectives

Full of useful tips, the session will enable participants to:

- Identify how to adapt their current minute-taking skills to on-line meetings
- Plan and prepare for a meeting
- Follow a line of discussion
- Work in partnership with a remote Chair
- Deal confidently with minute-taking challenges.

Who should attend?

Anyone responsible for taking minutes and notes of formal meetings where accurate records are required (eg, local authority council and committee meetings, workplace investigations, etc).

Course format

A 90-minute session, usually delivered via Zoom.

The style is very facilitative and learner-centred, taking into account the needs and preferences of the group on the day whilst at the same time delivering the programme as agreed with the client in order to meet the specified learning objectives.

Expert trainer

Miranda has more than twenty years' experience as an independent learning and development consultant and trainer.

She started her career working within the Management Development Unit of the Printing and Publishing Industry Training Board, moving on to a role in the Probation Office's learning and development team before leaping across into financial services, where she was responsible for the Learning and

Development of a major high street lender. In 1992 she started her own learning and development consultancy. Working with a range of clients – public sector, private sector and VCSE – Miranda's expertise is in helping organisations to identify learning gaps, and to develop tailored, creative and relevant strategies for meeting these needs with a view to helping organisations to meet their objectives.

In addition to her professional role, Miranda is also very involved in local community development activities. She is Chair of a local homelessness charity and has been instrumental in developing and facilitating community leadership programmes in both Bedfordshire and Hertfordshire.

See what programme participants have said about Miranda's training:

'Superb. Clear, warm, engaging – and very well informed.'

'Engaging and pitched very appropriately for the audience today.'

'Great.'

'Lively, focused, keeps it interesting.'

'Very funny and enthusiastic.'

'Excellent presentation style.'

'Super.'

'Excellent.'

'FAB!'

'A lot of fun.'

'Miranda is very engaging, warm and welcoming, great trainer.'

'She is absolutely lovely!'

'Very bubbly manner and clearly deeply knowledgeable about her subject.'

'Very personable and engaging.'

Workshop outline

1 Welcome

- Programme objectives
- Personal introductions

2 Adapting minute-taking to virtual meetings

- How is it different?
- What changes in approach are needed?

3 Preparation

- Preparing for the meeting
- Technology and equipment

- Dress and personal presentation
- Liaising with the Chair
- Practical preparation tips

4 **Minuting tips**

- Managing the 'techie' elements, eg. poor sound/visual quality
- Knowing who is speaking
- Following a line of discussion
- What if I don't hear or understand?
- Tips for producing a set of minutes

5 **Session review**

- Summary, key learning points, feedback and close

Any questions?

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