



Effective Minute Taking

Rob Robson
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People frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what took place. Ambiguous agreements, a vague agenda, interruptions, and a poor chairperson are just some of the factors that can make this a daunting task.

Effective Minute Taking is a comprehensive yet accessible book, which provides practical guidelines for overcoming most of the problems faced by minute takers and achieving accuracy in the minute taking process. That process includes not just the note-taking phase and the writing up of the final minutes, but all the activities surrounding these key phases which are essential for a successful outcome.

With a practical focus, this book charts the logical development of taking minutes, starting with an initial discussion of the purpose of minutes, and following the process through note taking to the production of an accurate set of minutes in their final form. There are also useful chapters on associated topics, including the use of technology and the development of interpersonal skills. Plus, there is a selection of frequently asked questions and a series of comprehensive reminder checklists.

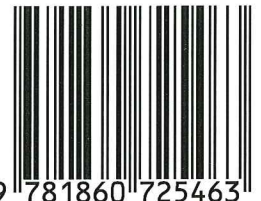
This book has been written by the team at **TMF Training**, a group of personal and organisational development trainers with a passion for helping organisations to unlock the potential of their people. They present tailored solutions on a variety of topics in both management skills and personal skills. TMF has been working closely with ICSA for the past ten years in providing a series of 'open' personal development one-day courses including Effective Minute Taking.

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