

# Effective Minute Taking

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. Many minute takers are left feeling phased by the thought of writing about and contributing to a meeting where an accurate legal record of proceedings is expected.

Whether you are new to your role and have little experience of minute taking at meetings, or you purely want an opportunity to reassess your minute writing skills, this training course will be beneficial to you. The interactive nature of the programme will allow you to address our expert directly and also compare your experiences and challenges with others.



**Philip Davis** has been delivering this course throughout Europe over the past 15 years. He is responsible for refining and updating the programme to meet best practice. Through his organisation, TMF Training, he develops and delivers a wide range of management workshops and training programmes.

## Program of the day

**9.00am** *Welcome coffee and registration*

**9.15am** **What are minutes and why are they kept?**

- Primary purpose of minutes.
- The legal requirements.
- The Luxembourg view.

**The role of the minute taker**

- How to be proactive as a minute taker.

**The problems with minute taking**

- Personal and organisational.

**11.00am** *Coffee break*

**The agenda**

- Analysing the agenda from minute taker's perspective.

**The skills of effective minute taking**

- Preparation for the note taking phase.
- The importance of developing a note taking strategy.
- Key Skills for note taking.
- Visual recording.

**1.00pm** *Lunch*

**Listening for minute takers**

- The importance of active listening.

**The skills of effective minute writing**

- Preparation for the minute writing phase.
- Constructing the final minutes

**3.30pm** *Coffee break*

**Roundtable discussion**

**The self-confident minute taker**

- Essential personal skills for confident minute taking.
- How to grow in self-confidence?

**Points for personal application**

**5.00pm** *Close*

# Practical Information

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## DATE AND TIME

Tuesday 24 April 2018  
9.00am to 5.00pm

## VENUE

Chambre de Commerce  
7, rue Alcide de Gasperi  
L-2981 Luxembourg

***Parking available at your own expenses***

## REGISTRATION FEES

- 490.00 € for ILA members (+ VAT 3%)
- 590.00 € for non-members (+ VAT 3%)

The fee covers tuition, handouts, coffee breaks and lunch.

ILA is authorized as a provider of continuing vocational training by the Ministry of Education (agreement dated 11 October 2011). Fees are eligible for State co-financing.

## LANGUAGE

The course is conducted in English.

## REGISTRATION

Available online via [www.ila.lu](http://www.ila.lu). A confirmation email will be sent to the participant together with the invoice.

## PAYMENT

Payment of the invoice is due upon reception.

## CANCELLATION POLICY

Any cancellation should be communicated in writing to [v.vansaen@ila.lu](mailto:v.vansaen@ila.lu).

In case of cancellation received less than 5 working days prior to the event, 100% fee remains due.

Substitution of one participant by another is possible. It should be done in writing at least 2 working days prior to the event.

## CERTIFICATE OF PARTICIPATION

A certificate of participation will be provided to the participants at the completion of the course.

## CPD INFORMATION

- CPD Program for ILA Certified Directors accredited: 7 hours
- ICSA, Solicitors Regulation Authority, Bar Standards Board, ILEX, ACCA & PMI accredited: 6 hours

## CONFIDENTIALITY AGREEMENT

All ILA courses are conducted under the Chatham House Rule. Trainers & participants are requested to respect the confidential nature of discussions that will take place during the sessions.

*ILA reserves the rights to use photographs that may be taken during the event for its communication, and to publish them on its website/social networks and/or promotional material.*