



Minute Taking – Live Webinar

3 external CPD points

Introduction

This session is aimed at anyone who is required to take minutes face to face or virtually. The delegates will gain tips and techniques needed to capture key information accurately and succinctly. It will focus on active listening, capturing key information, working in partnership with the chair and exploring different note taking techniques. It will improve your confidence and skills to produce effective minutes.

Course Structure

- **2.5 hour webinar**

Webinar Objectives

- The importance of minutes and working effectively with the chair
- Different types of minutes required
- Key responsibilities of the minute taker
- Recognising barriers and different types of listening
- Becoming a better active listener
- Note taking techniques to help you capture information efficiently
- Producing the final minutes

To book or enquire about this programme please contact us:

t: 01189 036363 - e: info@miadhealthcare.com - w: www.miadhealthcare.com