

Grŵp Colegau NPTC Group of Colleges
Datblygu Busnes
Business Development

Inspiring Learning,
Enriching Lives, Delivering Success

Minute and Note Taking (Part-Time)

Minute and note taking is an essential part of business meetings to all employees within a supportive role who is responsible for documenting meetings and recording actions. The individual taking minutes and notes must be proficient and skilled at producing clear and concise minutes to support the business and this course will give you the confidence to do so.

Entry Requirements

None.

Career Prospects

This course if for anyone within a secretarial, administration or other minute taking role who wishes to develop their minute and note taking skills.

Course Modules

This course covers the following topics:

Minute taking:
– Introduction and overview
– Role of a minute taker
– Skills of a minute taker
– Minute styles
– Preparing minutes
– Developing your skills

Note taking:
– Overview
– How to take better notes
– Making the best notes possible
– Reviewing your notes
– Hints and tips
– Note taking kit

Assessment

Course attendance.

STUDY MODE

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LOCATION

Neath College - 03308 188 100

COURSE LENGTH

1 Day

FEES

19/20 fees: £30