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London High Holborn 020 7025 4700 Manchester 0161 923 6814

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## Meetings and Minutes Seminar

- Designed for:** Individuals who are involved in organising meetings and taking minutes.
- Prerequisites:** Secretarial/PA Skills
- Objectives:** To convey an understanding of the agenda, meeting and minute taking cycle, and to develop the role of the minute taker to work successfully with the Chairperson

### Course Content

#### The Agenda:

- Informal
- Formal
- Chairperson's Agenda

#### The Meeting:

- Purpose and Types of Meetings
- Roles and responsibilities
- Preparation and Procedures
- The Role of the Chairperson

#### The Minutes:

- Function and Requirements
- Preparing the Minutes
- Follow-up Actions

### Student Benefits

- Learn how to prepare for business meetings and to produce the minutes of a meeting in a one-day instructor led environment
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain a Pitman Training Certificate

Course Price: £321.80 (plus VAT)

Course duration: One day