

ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP

BUSINESS WRITING

Writing Minutes and Agendas

Take clear, accurate minutes and write agendas that keep meetings on track.

WHO IT'S FOR

People who take minutes and prepare agendas, and the chairs they support.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Prepare agendas that focus a meeting and its time
- Listen for decisions, actions and owners
- Record discussion accurately without writing everything
- Write minutes that are clear, brief and neutral
- Capture actions with owners and deadlines
- Review and distribute minutes quickly

ABOUT THIS PROGRAM

Our minute taking training tackles the records that cause trouble later: minutes that capture every word but not the decision, actions with no owner or date, an agenda that lets the meeting wander. Participants learn to plan an agenda that focuses the meeting, listen for decisions and actions, record them accurately and briefly, and issue minutes that people use. They practise on realistic meeting scenarios, so confident, consistent minutes follow. This is training for your people, not a minute-taking service.

Tailored to your organisation

We work with your meeting types, templates and governance requirements, so the program fits the minutes you take, from team meetings to board committees.

Talk to us about this program
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Enquire online