

# ***Efficient Meetings & Minute Taking***

**29<sup>th</sup> April 2009**

This course is suitable for all staff that are required to take minutes and chair meetings. This joint training session will bring together the “Scribe” and the “Chair Person” to cover both roles and responsibilities as this may assist staff in understanding each other's role and encourage the partnership that is needed to ensure that meetings are structured, actions and decisions are clearly summarised by the Chair person and minutes are reviewed by the chair.

The course has been designed to provide two flexible half day workshop options to address the actual needs of the “Scribe” and the “Chair”.

**Course Venue:** Broughton Room, Littlemore Mental Health Centre, Sandford Road, Littlemore, Oxford, OX4 4XN

**Duration:** ½ /1 day

**Course Times:**

Workshop 1 (Chair & Minute Taker) - 09:30 – 12:30

Workshop 2 (Minute Takers Only) - 13:15 – 17:00

*(Lunch will be provided)*

**Benefits:**

- KSF attendance certification will be provided for each delegate.
- Increased work effectiveness for individuals through better understanding and application of the key responsibilities involved in their job role.
- A personalised workbook with exercises, individual notes and a concise personal action plan to ensure that the skills learnt on this course will be successfully applied in the workplace.

***Course places are limited, so please book early!***

***There is a charge of £100 for non-PCT employed staff***

**To book a place please complete the attached booking form and return to Learning & Development Team, Oxfordshire PCT**

## **Agenda & Objectives:**

To equip staff with the skills and techniques required to take minutes and perform effective meetings. Not just in formal pre-arranged meetings but in impromptu, informal meetings too.

### **Workshop 1 – 09:30hrs -12:30hrs Chair and Minute Taker**


- Introduction to chairing and minute taking and the relationship
- Role of the chair and minute taker
- Rules for making meetings more effective
- Part 1 Preparation of the meeting--purpose, objectives and attendees
- Part 2 Setting up a meeting agendas-venue-room and equipment
- Part 3 General guidelines-explaining roles and setting guidelines making sure results are achieved

### **Lunch**

### **Workshop 2 – 13:15hrs – 17:00hrs Minute Takers Only**

- Organising meetings
- Requirements of the minutes
- Understanding the process
- Attribution of comments
- Legislation
- What goes in to minutes
- Ideas to record information
- The draft into minutes
- Practise session
- Recap and close

**\* Please note Scribes should attend both workshops.**

<b>Oxfordshire PCT Learning &amp; Development Team BOOKING FORM</b>	
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**TRAINING DETAILS (Please use block capitals)**

Training Title:	Training Date(s):
Time:	Venue:
Surname:	Forename(s)
Assignment No: (Number on the top left hand side of your pay slip)	
Workplace Address:	
Occupation:	
Band:	
Tel:	*Email:
Address for Correspondence if different from above:	
Disability Discrimination Act 1995 – If you have any special needs which require to be taken into consideration please state below:	
To ensure your personal safety it is important that you advise us of any medical history, injury or disability which may affect your participation in this training:	
Medical details:	
If medical details are recorded above please attach a Doctors' or Occupational Health Certificate stating your fitness to undertake training.	

**This section should be completed and signed by the applicant. Incomplete forms will be returned.**

Manager's Name: (please print)	Date:
Designation:	Tel. No
I confirm that I have discussed attending this training with my manager who authorises my attendance and that all the information I have provided is correct to the best of my knowledge and belief.	
Signed ..... Date: .....	
Please return to: Learning & Development Team, Jubilee House, 5510 John Smith Drive Oxford Business Park South, Cowley, Oxford OX4 2LH Email: <a href="mailto:kaye.hewer@oxfordshirepct.nhs.uk">kaye.hewer@oxfordshirepct.nhs.uk</a> Tel: 01865 336815 / Fax: 01865 336822	

**\*A confirmation letter will be sent to you via e-mail where this information has been provided.**