

Note Taking

Course Overview

A highly participative course, specifically designed for people that will be taking notes in formal meetings such as employee relations investigations. The course will equip delegates with the skills to prepare for the meeting, capture key information, control the pace and deal with potential emotion.

What Will Be Covered

Style and Approach

Practical, immersive and interactive sessions with a modern approach to learning which is professional and engaging.

Programme Structure

1 day - 9:30 – 16:00 - Virtual

Audience

Anyone who is required to take notes in formal meetings such as employee relations investigation, as part of their role.

Max. No Delegates

12

Duration

1 day

Preparing for the Workshop/ Pre-work/E-learning

N/A

Topics and Sessions

- Welcome & Objectives
- The Context
- Role of the Note Taker and its importance
- Preparing for the Meeting
- During the Meeting – part 1
- What Happens if....., during the meeting
- During the Meeting – part 2
- After the Meeting
- Review, feedback & close.

Learning Outcomes

- Describe the role of the note taker and its importance
- Outline the essential content of a formal minute of a disciplinary and grievance hearing
- Prepare effectively before undertaking the role of Note Taker
- Take notes of a meeting that conform to the required format and are an accurate, clear and reliable record of the meeting
- Listen actively and ask questions of the Chair to identify information they feel is required
- Deploy techniques and strategies to deal with any challenges faced whilst note taking
- Finalise, review, distribute and store the notes correctly.

How to Apply

You can self-nominate via Oracle