



Network for  
Practices Ltd

[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

### Trainer Information

**Tracy Madgwick** has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.*

In association with



## Minute Taking

**Date:** 12<sup>th</sup> October 2022  
**Times:** 1430 - 1630  
**Venue:** Zoom Online Platform  
**Places available:** 12

**Fee/s:**

NfP Members	£40
Non Members	£85

**This workshop is suitable for: Anyone who is asked to take notes and minutes at meetings.**

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Minute taking is a skill that everyone should learn. Taking minutes means effectively recording the key elements of a meeting, either verbatim or through summarising decisions and actions or creating a narrative.

The technique of minute taking is sometimes taken for granted, but it is a skill like any other and takes careful preparation to perform correctly.

### Learning Outcomes:

By the end of the workshop, participants will know how to:

- Prepare for meetings when they are the minute taker
- Identify and overcome common obstacles to effective listening
- Select and use an appropriate note taking technique
- Note the relevant points from discussions
- Produce a clear, concise and appropriately worded set of minutes
- Follow conventions for the format of minutes

**\*\* This workshop can also be delivered in-house\*\***

Please contact Tracy Madgwick to discuss your requirements at

[tracy@generalpracticetrainingltd.co.uk](mailto:tracy@generalpracticetrainingltd.co.uk)

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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