

<b>Course Title:</b>		<b>Minute Taking &amp; Meetings</b>								
<b>Course Code:</b>		S4204BGR	<b>Centre:</b>		Sutton	<b>Tutor:</b>		Anne Doerr		
<b>Day:</b>	Thu	<b>Start Date:</b>		03/03/11	<b>Length:</b>		1 wks	<b>Time:</b>		18:30-21:30

### Course Content/Syllabus

This course will include the following topics:

- The meeting process – agenda, room layout, conducting the meeting, follow up
- Planning
- Minutes – how to take them; different types
- Business English – some guidelines

#### After completing the course, students should be able to:

- State the importance of good meeting organisation
- Develop the skills gained during the course
- Understand the role of a minute taker
- Conduct a meeting according to the guidelines covered in the course

### Assessment Methods

Continuous informal assessment.

### Home Study

### Attendance

### Entry Requirements

N/a – all welcome

### English, Maths & IT Entry Requirements

Good written English skills

### Exam Fees

N/a

### Additional Costs (eg course materials & textbooks)

- Folder, lined paper and a pen

You are advised not to purchase text-books or equipment until the course is confirmed.

### For your first session, please bring:

- Paper and pen

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

Attend other management modules or Introduction to Management Skills.