Enhancing Skills in Taking Minutes and Servicing Committees

Overview

This is a one-day skills-based event to help Birkbeck staff with responsibilities for taking minutes and servicing committees. This course has been designed specifically for Birkbeck’s committee structure and house style including the other forums and working groups that take place at the College. The day will be practical and interactive so delegates will have an opportunity to practise taking minutes and receive feedback.

Learning Outcomes

By the end of the workshop participants should be able to:

- Understand the purpose of minute taking
- Understand the different types of minutes that we take
- Know how to take effective minutes
- Consider how minutes form part of quality assurance and audit procedures and other legal issues in minute taking