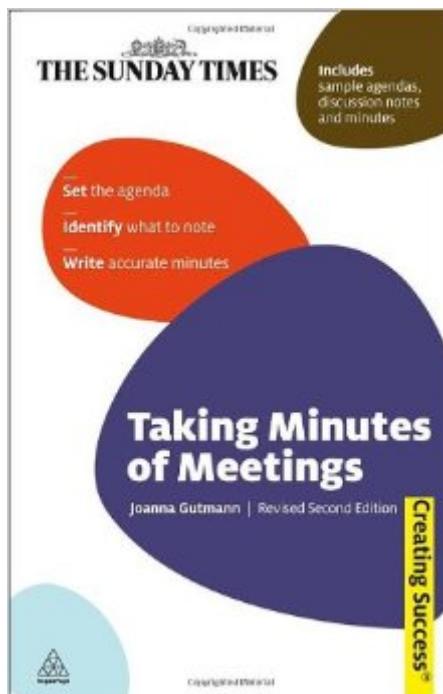


The book was found

# Taking Minutes Of Meetings: Set The Agenda; Identify What To Note; Write Accurate Minutes (Sunday Times Creating Success)



## **Synopsis**

Minutes are vital to the success of meetings. Attendees rely on them for information they may have missed, and they serve as an essential communications tool for non-participants. In addition, the action points highlighted in minutes act as a timely reminder for the whole organization. Taking minutes involves listening skills as well as the ability to absorb information and summarize it simultaneously. The minute-taker is one of the most important and powerful people in a meeting. Although the tasks can be daunting, it is an opportunity to develop knowledge, broaden horizons and build credibility within the organization.Â Taking Minutes of Meetings is an accessible reference guide following the whole meeting cycle. Starting with organizing a meeting, it goes on to give reliable, hands-on advice about the sections of a meeting; the agenda; personal preparation; taking notes; accuracy; structuring notes; writing up the minutes and recording decisions and actions. It is aimed at anyone new to taking minutes and professionals looking to brush up their technique.

## **Book Information**

Series: Sunday Times Creating Success (Book 55)

Paperback: 160 pages

Publisher: Kogan Page; Second Edition, Revised edition (February 1, 2010)

Language: English

ISBN-10: 0749456574

ISBN-13: 978-0749456573

Product Dimensions: 5.5 x 0.4 x 8.6 inches

Shipping Weight: 8.5 ounces

Average Customer Review: 4.1 out of 5 starsÂ See all reviewsÂ (10 customer reviews)

Best Sellers Rank: #936,955 in Books (See Top 100 in Books) #159 inÂ Books > Business & Money > Skills > Secretarial Aids & Training #875 inÂ Books > Business & Money > Skills > Running Meetings & Presentations #3689 inÂ Books > Business & Money > Job Hunting & Careers > Guides

## **Customer Reviews**

I was able to quickly assimilate this information and use it in my current job. The book structure is well organized and the examples allow one to quickly understand the different topics. I highly recommend this book for anyone who wants to improve meeting minutes in their organization.

I have just finished reading this book and am a big fan of it. I was thrown into the role of meeting

minute-taker over a decade ago and have still learned quite a bit from this 150-page book. From formatting the agenda and minutes to how to listen and what to listen for, the phrasing of the minutes, where the focus should be, and even how to project confidence when you might not feel it as "just a secretary" in a roomful of executives. There is quite a lot to learn in this quick read. If you are a minute-taker, do yourself a favor and grab this book.

This book is proof of the old adage that good things come in small packages. The information provided for the notetaker at meetings is so useful! It includes not just tips on how to take notes, but also how to schedule meetings, keep track of who is (and is not) attending, keeping in touch with the meeting chairperson, and lots of other information that make taking minutes so much easier! I highly recommend this for anyone who gets tapped for taking minutes, scheduling meetings, setting agendas, etc.

This is a wonderful little book, however the content is from the UK and some of the verbiage is not relevant to the US. I have this on my desk as a reference only, but I would recommend it to others.

This book really helped me to learn how to take meeting minutes. I had no idea how or what needed to be in the minutes until I read the book.

[Download to continue reading...](#)

Taking Minutes of Meetings: Set the Agenda; Identify What to Note; Write Accurate Minutes (Sunday Times Creating Success) How To Write A Book In Less Than 24 Hours (How To Write A Kindle Book, How To Write A Novel, Book Writing, Writing A Novel, Write For Kindle) Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff The 13 Most Important Bible Lessons For Teenagers: Complete Meetings for Youth Groups and Sunday School How to Write the Perfect Personal Statement: Write powerful essays for law, business, medical, or graduate school application (Peterson's How to Write the Perfect Personal Statement) Write to Market: Deliver a Book that Sells (Write Faster, Write Smarter 3) The Time Garden Note Cards: Color-In Note Cards from the Creator of The Time Garden and The Time Chamber (Time Adult Coloring Books) Disney Big-Note Collection (Big-Note Piano) The Big-Note Hymn Book (Big-Note Piano) Queen Anne's Lace Note Cards (Stationery) (Note Card Series) Note for Note: A Music Journal The Billy Joel Keyboard Book: Note-for-Note Keyboard Transcriptions Masters of the Blues Harp: Note-for-Note Transcriptions from Classic Recorded Performances WP250 - Note Pictures: A Coloring Note

Speller (Bastien piano basics) Death Note: Another Note - The Los Angeles BB Murder Cases Corporate Records Handbook, The: Meetings, Minutes & Resolutions Body Language for Business: Tips, Tricks, and Skills for Creating Great First Impressions, Controlling Anxiety, Exuding Confidence, and Ensuring Successful Interviews, Meetings, and Relationships 100 Write-and-Learn Sight Word Practice Pages: Engaging Reproducible Activity Pages That Help Kids Recognize, Write, and Really LEARN the Top 100 High-Frequency Words That are Key to Reading Success Learn to Listen, Listen to Learn 1: Academic Listening and Note-Taking (3rd Edition) Speed Writing Skills Training Course: Speedwriting for Faster Note Taking and Dictation, an Alternative to Shorthand to Help You Take Notes

[Dmca](#)