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# 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. 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

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

## Customer Reviews

I was able to quick assimilate this information and use it in my current job. The book structure is well organized and the examples allow one to quick 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.

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