



**Successful Minute Taking - Meeting the Challenge;
How to Prepare, Write and Organise Agendas and
Minutes of Meetings: Learn to Take Notes and
Write Minutes of Meetings - Your Role as the
Minute Taker and How You Interact with the
Chair and Other Attendees (Paperback) -
Common**

Edited by Margaret Greenhall By (author) Heather Baker

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Successful minute taking is easy to read and has lots of exercises to help you develop your skills. It has advice on note taking, summarising, preparing agendas, becoming more confident in your role, working with the chair, writing skills and listening skills. There is a useful list of the order of tasks and a checklist with timings.

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