



Taking Minutes of Meetings (Creating Success)

Joanna Gutmann

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The minute-taker is one of the most important and powerful people in a meeting and they should use this opportunity to develop knowledge, broaden horizons and build credibility within the organization.

Taking Minutes of Meetings, 3rd edition is an easy to read 'dip-in, dip-out' guide which shows you how to confidently arrange meetings and produce minutes. It provides hands-on advice about the sections of a meeting as well as tips on how to create an agenda, personal preparation, best practice advice on taking notes and how to improve your accuracy. Brand new chapters include guidance on using technology to maximize effectiveness and practical help with taking minutes for a variety of different types of meetings.

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