

# Course : Taking notes and drafting meeting minutes

Practical course - 2d - 14h00 - Ref. PNR

Price : 1320 € E.T.

★★★★☆ 4,5 / 5

BEST

Today's teams have more and more meetings: a good note-taking technique is essential to save time and keep track of discussions and decisions taken. This training course will teach you how to structure your notes and produce effective, accurate summaries.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Reporting on exchanges
- ✓ Structuring notes and making summaries
- ✓ Take effective, easy-to-use notes
- ✓ Save time

## Intended audience

All audiences.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Case studies. Exercises illustrating the different stages of the reporting process.  
Construction of mind maps.

## Course schedule

### PARTICIPANTS

All audiences.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 General context

- What is note-taking?
- What are the roles of the minutes?
- The importance of well-written reports: for your readers, for you, for your company.
- Take notes and write the associated report: identify your current process.
- Method awareness.

### Hands-on work

Everyone identifies what they stand to gain from better report writing and draws up their own progress plan.

## 2 Efficient note-taking

- Identify your objective: inform, explain, interest.
- Understand your readers' interests, identify what needs to be noted.
- Practice active and selective listening.
- Filter information: essential and secondary messages, eliminate the superfluous.
- Mind maps as the main tool for note-taking.
- Abbreviate: create your own system of abbreviations. Use symbols and logical links between information.

### Hands-on work

Meeting simulation. Participants take notes and report back to the group. A collective analysis shows what has been done well and what needs to be improved.

## 3 Building a report structure

- Choose a plan based on your objectives: chronological, thematic or analytical.
- Opt for a thematic plan based on the various agenda items.
- For each point, classify and organize the notes according to the stated objective.
- Organize paragraphs.
- Write a draft.

### Hands-on work

On the basis of the information gathered in the previous exercise, participants draw up an outline for the report and a first draft.

## 4 Presenting and writing minutes

- Introduce the minutes (purpose, agenda, attendees, etc.).
- Write titles and subtitles.
- Write in short, clear sentences.
- Write to suit the reader (sustained, informal or fluent).
- Synthesis: review coherence, conciseness and clarity.
- Propose a layout that meets the needs of readers.

### Hands-on work

The draft is gradually transformed into a final report.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

**REMOTE CLASS**

2026 : 2 Apr., 21 May, 28 May, 6 Aug., 15 Sep.,  
15 Oct., 10 Nov., 14 Dec.

**PARIS LA DÉFENSE**

2026 : 2 Apr., 28 May, 6 Aug., 15 Oct., 14 Dec.

**LILLE**

2026 : 28 May, 14 Dec.