Personal Development

Effective Minute Taking

Course Details

Price

£235.00

Start date

26 January 2027

Length

Half day (09:30-12:30)

CPD Points

3.00

Course Overview

This course is designed to provide essential and additional skills to those who attend and minute meetings, to improve effectiveness, efficiency and confidence and improve understanding of the process.

Content

During the day, the course will cover the following topics, with interactive discussion and participation:

- What minutes are, why they are important & best practice
- Minute Note Taking
- After the meeting
- Minutes: format, layout, writing, level of detail
- Matters arising & actions points

- Written resolutions
- Challenges to overcome

Benefits

This course is for individuals who will be required or are already attending board meetings and minute taking as part of their role and are looking to continue to learn and apply best practise, consider other techniques and approve efficiency. This course is appropriate for first timers and those with more experience.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570. If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Mel Torode

Mel Torode has over 20 years' experience in the fund administration industry in Guernsey specifically including private equity, property and mezzanine debt. Mel is an Independent Non-Executive Director with a portfolio of listed and private fund clients and is a director and founder of the Advisory Services Group, an independent business providing compliance, risk and regulatory, company secretarial, corporate governance, consultancy and training services to the regulated financial services industry, as well as the wider business community, public sector and start-ups, in the Channel Islands. During her career to date, Mel has worked at all levels of fund administration, from trainee to Managing Director, has founded, successfully grown and sold her own fund administration business, has worked in all sizes of company from 2 people to 100 people, has been part of owner-managed and large global operations and has established a varied portfolio of clients as a NED. Alongside administration, company secretarial and leadership positions, Mel has held roles as Compliance Officer and MLRO, as well as focusing consistently on corporate governance during her career.