

Note-taking

Length :	2 days
Venue :	Your facilities/Online
Calendar :	TBA
Group size :	5 to 15 persons
Target audience :	Ph.D. students
Trainer:	Raluca Marginas, Marine Pansu

Note-taking is at the heart of student activities (courses, lectures, readings...) and professional activities (meetings, conferences...)

It demands rigor and speed.

In practice, it must be efficient, correct and reliable.

Note-taking is also an important step in preparing for competitive examinations.

The course offers a practical, concrete and explanatory approach. It reinforces skills and stimulates practical experimentation.

Overall pedagogical objective

Acquire greater proficiency in note-taking

Specific pedagogical objectives

- Identify common practices
- Master different note-taking and reporting techniques
- Identify and convey key ideas
- Write factual and readable reports
- Develop skills
- Increase the relevance of note-taking
- Acquire reflexes and cultivate practice

Teaching method

- Elements of knowledge
- Intensive practical exercises adapted to the needs of participants, based on audio and visual recordings of meetings/interviews, workshops on report writing, etc.

- Corrections and self-corrections

Programme

- Prepare your note-taking: adopt the right reflexes to save time
- Determine your “brain preference” to adopt the type of note-taking that best suits you
- Analyze existing note-taking techniques
- Acquire the tools of fast, efficient writing
- Learn to get away from “word by word” and distinguish the essential from the secondary
- The basic principle: listening and filtering
- Mastering note-taking techniques: linear, arborescent, modular...
- Aim for objectivity and avoid distortions, interpretations and redundancies
- Combine several note-taking methods
- Practice: brainstorming, telephone interviews, meetings...
- Learn how to structure and format notes
- Use key words to reconstitute sentences
- Trust your memory
- Identify the different types of notes
- Choosing headings and subheadings
- Produce structured, factual and clear notes
- Adopt a professional style

This course is offered in English and French.