



CORPORATE GOVERNANCE, MINUTE TAKING AND TECHNICAL REPORT WRITING

KARA O' MULA,
Mulanje - Malawi.

REGISTRATIONS FEES
MK1,650,000
VAT EXCL

FEE INCLUDES DELEGATE TABLET GADGET

18-20
JUNE
2025

FROM
8:30
TILL **4PM**

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THE IMPORTANCE OF CORPORATE GOVERNANCE, MINUTE TAKING AND EFFECTIVE REPORT WRITING

Corporate governance is the framework that defines the business relationships that exist between company shareholders, management teams, the board of directors, and all other key stakeholders. The importance of corporate governance cannot be understated, and the development of associated policies that are enforceable and applied consistently is also critical. Corporate governance essentially involves balancing the interests of a company's many stakeholders, which can include shareholders, senior management, customers, suppliers, lenders, the government, and the community. As such, corporate governance encompasses practically every sphere of management, from action plans and internal controls to performance measurement and corporate disclosure.

The importance of good corporate governance practices is vital in an era of transparency, accountability, and company sustainability. Harvard Law School Forum on Corporate Governance mentioned that 64% of investors believe weak governance practices are the most crucial factor, alongside poor financial performance when making investment decisions. Thus, boards should at least compare and track their corporate governance practices with the market and peers to ensure better stakeholder reporting in successful business. Also, a positive environment, business ethics, and board culture boost a company's reputation and ensure its longevity.

The value and importance, to any organisation, of accurate and effective minutes, should not be underestimated. Good minute taking skills are invaluable and a good minute taker worth their weight in gold. The course equips minute-takers with the additional skills and knowledge required for taking formal minutes in Trustee, Board and Governance meetings as well as Executive and SLT meetings. Subsequently, Minute Taking enhances communication and understanding by providing clear and concise documentation of key points, discussions, and decisions made during the meeting. This ensures accurate recall of information and serves as a valuable reference for participants. Additionally, Meeting Minutes promotes active engagement and effective communication by creating a culture where participants strive for clarity and articulate their thoughts more effectively. The benefits of minute taking include the following: Ensures accountability and transparency, facilitates future reference and supports decision-making.

WHO SHOULD ATTEND THIS COURSE?

The course has been specifically designed and developed for PA's who take minutes for Board, Governance and Trustee meetings, Committee Secretaries of professional bodies, experienced PA's and Eas.

OBJECTIVES OF THE TRAINING

- Improve your understanding of formal minute taking skills: provide training on effective minute taking techniques to ensure accurate, clear, and concise records of board meetings.
- Improve report writing skills
- It will help enhance your listening, note-taking, and summarising, editing and assertiveness skills, to enable you to deliver accurate, effective and timely minutes as well as build your confidence in taking formal minutes for Governance and senior level meetings.
- Improve planning for board meetings and board packs preparations
- Enhance Corporate Governance understanding: equip delegates with comprehensive knowledge and skills in corporate governance principles to promote accountability, transparency, and ethical decision-making.
- Strengthen Institutional Integrity: Foster a culture of integrity and good governance, ensuring adherence to best practices and regulatory requirements.

COURSE OUTLINE

Introduction to Corporate Governance

- Definition and Importance of Corporate Governance
- Importance of Corporate Governance
- Objectives of Corporate Governance
- Board Packs
- Regulatory and Compliance Issues
- Key Principles: Accountability, Transparency, Fairness, and Responsibility
- Governance Frameworks and Standards

Practical Minute Taking Skills and Effective Report Writing Skills

- Purpose and importance of minutes
- Legal and regulatory requirements of formal minutes
- Governing body minutes – board; governance; trustee and senior leadership team minutes.
- Committee meeting structures and terms of reference.
- Code of Ethics for Executive Assistants and Administrative Professionals
- Knowledge management
- Structuring and formatting meeting minutes
- Types of Minutes (Action, Discussion, and Decision Minutes)
- The language, grammar, structure and terminology of formal minutes.
- The role of the minute taker.
- Working effectively to support the chair.
- Effective listening and note-taking skills.
- Summarizing and editing skills.
- Meeting protocols and effective meeting preparation.
- Confidence and assertiveness in minuting meetings.
- Practical exercises including real life opportunities to practice taking minutes.
- Confidentiality and Security of Minutes
- Finalizing and distributing minutes
- Report Writing
 - planning your work.
 - collecting your information.
 - organizing and structuring your information.
 - writing the first draft.
 - checking and re-drafting.
 - Improving your report writing skills.

CERTIFICATES

On completion of the training a PALGNET Certificate of Attendance will be awarded to delegates.