



# MEETING MINUTES, REPORTS AND BRIEFS

# Accredited Minute Taking Professional (AMTP) Designation Workshop



Presented by



Always the first and best in everything we do®

GOVSTRAT IS THE ONLY CARIBBEAN-BASED PROFESSIONALLY ACCREDITED PROVIDER OF RELEVANT, PRACTICAL AND BEST-IN-CLASS EXECUTIVE CORPORATE GOVERNANCE LEARNING AND DEVELOPMENT INTERVENTIONS.

16<sup>th</sup> ANNIVERSARY SPRING SERIES 2019  
8:15 am – 4:30 pm daily.

COUNTRY	DATE	VENUE	COST (US\$)
Jamaica (Montego Bay)	Mon.-Tuesday, May 13-14	Altamont Court West Hotel	1,500 +GCT, if applicable
Trinidad & Tobago	Mon-Tuesday 20-21	Courtyard Marriott	1,750.00
Jamaica (Kingston)	Monday-Tuesday, May 27-28	Jamaica Pegasus	1,500.00 + GCT, if applicable

### CONTACT INFORMATION

1(876) 324-0606 | 1 (876) 561-1046 | (868) 689-0606

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Register by filling out and returning form online at:  
[www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)  
<https://www.facebook.com/GovStrat-Limited>  
[www.vindelkerr.com](http://www.vindelkerr.com)

Registration deadline is 10 working days before the event.

## **GOVSTRAT STATEMENT OF QUALITY ASSURANCE**

### **WHAT SEPARATES OUR SERVICES FROM THAT OF OTHERS**

Learners at each of our workshops will benefit from the knowledge and expertise of leading international, regional and local corporate secretarial expert practitioners, board governance facilitators and leading academicians. Our Learning Facilitators/Consultants have in-depth knowledge and working experiences (in excess 100 years cumulatively) across the Caribbean and on Four (4) Continents while having obtained specialized and world-class education and training. They bring local governance case studies, critical references and case laws to bear while comparing these with “best-in-class” global practices. At GovStrat, we do not apply “one size” governance model to fit all. We believe each Organization and Leader (in the public or private sector) is unique and requires specialized attention whether through our public/advertised or bespoke learning and consulting interventions. GovStrat has the experience of training more than 6000 Directors, Senior Managers and Government Ministers in more than twenty countries.

#### **OVERVIEW**

Minutes are usually taken at both informal staff meetings and business gatherings or at meetings other the Board of Directors. Minutes are usually prepared immediately after meetings. Effective and high quality minutes, reports and briefs start with preparation long before a meeting.

In addition to practical instruction in the areas of primary concern to Corporate Secretaries and their teams, senior managers and their staff, all workshop attendees will:

- receive a comprehensive programme package containing facilitators' outline, samples of actual minutes, forms and case materials, and other useful information;
- be able to meet and work with experienced faculty members who have developed practical solutions to the problems being confronted by minute taking professionals;
- be able to network with fellow learners during the various breaks and to share experiences and solutions to common challenges.

Whether you are asked to minute the occasional team meeting or are responsible for documenting formal Board meetings, this minute taking and report writing training course will have something very beneficial for you. GovStrat also designs and delivers numerous in-house courses for clients in the public, private and voluntary sectors spanning all our offerings.

#### **WHO WILL ATTEND?**

Appointed and aspiring Corporate Secretaries and members of their teams; anyone involved in minutes taking, recording, writing, reporting and records management and retrieval; Legal Secretaries; Administrative Assistants; Personal Assistants; Managers who cover internal and external meetings and have to formally report on these deliberations.

## **About the Qualifying Examination**

The exam consists of 20 multiple choice questions (and a short essay not exceeding one page, optional), to be completed in a Maximum of 60 minutes at the end of the course on which a candidate must score a minimum of 60% to be successful. The essay is a research question designed to capture hard facts about new knowledge gained by the learner during the period of the course and which may assist him/her to perform better as an aspirant or seasoned governance professional.

**At successful completion of this course and the next time you update your CV, you will add that.....Mr./ Ms./Mrs./Dr/Professor/Justice...is also an Accredited Minute Taking Professional (AMTP). This will send an easy and clear signal to Corporations, Stock Markets, Financial Regulatory Authorities and Head Hunters and Recruiters of Corporate Secretaries, Corporate Secretarial Assistants and Senior Executive and Administrative Assistants, globally, that you are no ordinary governance professional – you have had the experience and now trained and qualified as an AMTP.**

## **THIS TWO-DAY COURSE WILL EXPLORE THE FOLLOWING MODULES, INTER ALIA:**

Module 1: Fundamentals of Minutes, Reports and Briefs

Module 2: Taking Minutes

Module 3: Writing and Preparing Minutes, Reports and Briefs

Module 4: Style of Minutes, Reports and Briefs

Module 5: Writing Resolutions

Module 6: Reviewing and Finalizing Minutes

Module 7: Advanced Topics on Taking and Writing Effective Minutes

Module 8: The Corporate Secretary's Role as a Scribe

Module 8: Some Major Challenges in taking different Minutes and how to deal with them

Module 9: Managing Minutes and other Board and Corporate Information

Module 10: Introduction to the Corporate Governance Role of the Corporate Secretary

## **ABOUT OUR LEAD FACILITATORS**



**JENNIFER SIMPSON-JAMES** is a trained economist (BSc, First Class Hons., UWI), and Attorney-at-law, LLM (Osgoode, Canada) with approximately 25 years as a General Counsel, Legal Advisor and Corporate Secretary for some of Jamaica's largest Public Bodies and private sector firms spanning energy, financial services and public utilities, and with significant experience practising commercial and law in North America in the areas Legislative Reform, Corporatization and the practice and administration of Commercial Law. Jennifer has a natural flair for teaching and her communication skills are exceptional which makes listening and grasping her delivery easy and soothing on the ear. She is one of GovStrat's most esteemed facilitators with constant 6/6 rating by learners.



**DORWIN P. MANZANO** is an Attorney-at-Law by profession and was admitted to the Trinidad and Tobago Bar in October of 2008. He is the current Corporate Secretary of The University of Trinidad and Tobago and former CS for of Palo Seco Agricultural Enterprises Limited, the latter being one of the Special Purpose State Enterprises in the Republic of Trinidad and Tobago. He has been a facilitator on all GovStrat's Summits and Workshops for Corporate Secretary and their teams and the highly popular Accredited Series for Governance Professionals held across five Caribbean States. Mr. Manzano holds a Bachelor's of Laws Degree (LL.B) with Honours from the University of London and is a graduate of the Sir Hugh Wooding Law School, and Master of Laws Degree in Corporate and Commercial Law from the University of the West Indies. He has also held the position of Company Secretary in several Limited Liability Companies over the last ten (10) years and was the Secretary of San Fernando Community Credit Union (now SFCCU Credit Union) for approximately six (6) years. He also served as Director on various Credit Union Boards since 2003.

### **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of five (5) or more learners from the same company at 10% discount.
- B. Fees include all learning aids, course material, a Certificate of Participation, refreshment breaks and lunch.
- C. Full payment or payment arrangement should be confirmed at least 10 days before carded date of the event.
- D. Registration confirmation is assured only on receipt of full payments.
- E. While we understand companies and government procurement processes and usually receive payments up-to 10 days after the event, private individuals sponsoring themselves must pay in full at least 72 hours before the event.
- F. No refund for cancellation within 5 working days of each event. Substitution of persons is allowed providing that notice is given at least 2 days before the event. No refund for “no showers” and where companies are yet to pay, full payment is expected.
- G. Only a limited number of participants will be admitted to facilitate a high level of participatory learning.
- H. The course maybe postponed or cancelled at any time without prior notice by the hosts and organizers. In such circumstance, full refund will be made where applicable
- I. We accept corporate cheques, banker’s draft and wire transfer (bank-to-bank) in local currencies where applicable based on invoice instructions and United States Dollars.
- J. By completing and returning our registration form means you have agreed to all the terms of this Policy.



## MANUAL DELEGATE REGISTRATION FORM

Register online: [www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)  
Registration deadline is 5 working days before the event and all payments must be made prior to the event

All fees must be paid prior to the date of commencement of the learning experience unless otherwise agreed.

TITLE OF WORKSHOP:			
COMPANY NAME:			
CONTACT PERSON:		JOB TITLE:	
ADDRESS:		TELEPHONE:	
FAX:		E-MAIL:	
DATE TO BE HELD:		COUNTRY:	
TODAY'S DATE:			

Please register the following person(s): (Place name and position in boxes and write e-mail atop):

Email:

<b>Representative's Name</b>	<b>Position</b>

Email:

<b>Representative's Name</b>	<b>Position</b>

E-mail:

<b>Representative's Name</b>	<b>Position</b>	

E-mail:

<b>Representative's Name</b>	<b>Position</b>

E-mail:

<b>Representative's Name</b>	<b>Position</b>