



# MEETING MINUTES, REPORTS AND BRIEFS



## Taking and Writing Effective Minutes and Preparing Reports and Briefs

**VIRTUAL/ONLINE FALL SERIES 2021**

**MAY 3-4, 5:30 PM – 8:30 PM EST. | VIA ZOOM  
MORNING, LUNCH & AFTERNOON BREAKS**

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GOVSTRAT IS THE PIONEER AND LEADING CARIBBEAN-BASED PROVIDER OF PROFESSIONALLY ACCREDITED RELEVANT, PRACTICAL AND BEST-IN-CLASS CORPORATE GOVERNANCE LEARNING INTERVENTIONS. FOLLOW LEADERS!

	DATE & TIME	COST (US\$)
<b>VIRTUAL LEARNING</b>	May 3 & 4, 2021, 9:00 am-3:30 pm EST.	US\$ 695.00. \$1,500/3 learners JA\$ & TT\$ equiv. Accepted

Learners at each Workshop will benefit from the knowledge and expertise of leading Caribbean Corporate Secretarial and Business Communication practitioners, academicians and Board Governance Facilitators who possess world-class experience and training qualifications.

Registrations and full payment must be made at least two weeks before the carded date of this event. Register Early!

### CONTACT INFORMATION

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**Register by filling out and returning form online at:**

**[www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)**

## OVERVIEW

Minutes are usually taken at both informal staff meetings and business gatherings or at meetings of 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.

### **THIS HALF-DAY COURSE WILL EXPLORE THE FOLLOWING THEMES:**

Module	1:	Fundamentals of Minutes, Reports and Briefs
Module	2:	Taking Effective 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

### **ABOUT OUR LEAD FACILITATOR**

**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 practicing 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 consistent 6/6 rating from learners.

### **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of five (5) or more learners from the same company at 25% discount.
- B. Fees include all learning aids, course material and a Certificate of Completion.
- C. Full payment or payment arrangement should be confirmed at least 5 working days before the carded date of the event.
- D. Registration confirmation is assured only on receipt of full payment.
- 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 48 hours before the event.
- F. No refund for cancellation within 3 working days of each event. Substitution of persons is allowed providing that notice is given at least 48 hours 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 or organizers. In such circumstance, full refund will be made where applicable. 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.
- I. By completing and returning our registration form means you have agreed to all the terms of this Policy.

A One-day High-Impact Workshop on **Taking and Writing Effective Minutes, Reports and Briefs**. Brought to you by GovStrat Limited® [www.govstratltd.com](http://www.govstratltd.com)