



Luxembourg Institute of Directors (ILA) - Company Secretary Committee

“Effective minute taking”

Wednesday, 22 June 2011
9am - 5pm
Luxembourg Stock Exchange
(11, avenue de la Porte-Neuve, Luxembourg)

An interactive one-day course on how to take minutes accurately and with confidence

Programme

09:00 Registration & tea/coffee

What are minutes and why are they kept?

Primary purpose of minutes
The legal requirements

The role of the minute taker

How to be proactive as a minute taker?

The problems with minute taking

Personal and organisational

Understanding the nature of meetings

Developing a minute-taking strategy map
Relationship building and understanding the different roles of the participants

The skills of effective minute writing

What does ‘accurate’ mean?
Developing personal skills
Visual recording
What should the agenda include?
Presentation and layout of the agenda

Minute taking in practice

An interactive exercise in minute taking through which all the points from the programme will be applied, thus creating learning points for personal development.

Essential communication skills for successful minute taking

Listening skills
Visual skills
How to grow in self-confidence?
What if you don’t understand?
Dealing with arguments

17:00 Close



Speaker: Phil Davis

Phil Davis is an experienced sales manager in the business technology field. He has a track record of building and training successful sales teams. With TMF he develops and delivers a range of training programmes with particular emphasis on negotiation skills and advanced selling techniques. Phil has been delivering this course for ICSA for several years.

Who is this course for?

Company secretarial staff at all levels who need practical training in minute taking.

People frequently find themselves called upon to take minutes, with little guidance on how they are expected to produce an accurate record of what took place. Ambiguous agreements, a vague agenda, interruptions and a poor chairperson, are just some of the factors that can make this a daunting task.

This interactive course provides practical guidance on how to overcome most the problems faced by minute takers and to achieve accurate minute taking.

Delegates learn not only how to overcome the usual problems faced by minute takers, but also develop a toolkit of personal skills which will boost their confidence in writing accurate minutes.

To ensure a high level of exchange between participants and the Speaker, the number of participants will be limited to 20.

The ILA Company Secretary Group seeks to help the development of the Luxembourg corporate governance framework by assisting those professionals in Board support roles to better support and manage Boards through networking, education and other events.

Please feel free to forward this invitation to colleagues & friends who may have not have received this mailing. They are welcome to register for this course. We especially ask directors to kindly forward this invitation to those responsible for their corporate secretarial support.

It is a full-day course and will be held in English at the Luxembourg Stock Exchange (11, avenue de la Porte-Neuve, Luxembourg).

The price is €550, with a 20% discount to ILA members.

In order to benefit from the 20 % discount, ILA members must indicate their membership on the registration form.

To register for this course, please fill in the attached registration form and send it to c.sampaio@ila.lu or by fax +352 26 00 21 499.

We look forward to seeing you on 22 June 2011.