

## **EXECUTIVE BOARD PAPER WRITING SKILLS**

**DATE: 12<sup>TH</sup> - 16<sup>TH</sup> SEPTEMBER 2022**

**VENUE: WESTON HOTEL, NAIROBI**

**COST: KSHS 92,500 EXCLUDING VAT PER PERSON**

**NITA REGISTERED: NITA/TRN/916 & IHRM ACCREDITED**

### **INRODUCTION**

More and more organizations are recognizing and maximizing the value of board papers writing. Directors have a duty to keep themselves informed about the matters put before them for decision-making. It's not possible to comply with this duty unless they have relevant briefing material upon which to base decisions. Board papers are a key source of information for board members and then form the official record and audit trail alongside the minutes. Board papers play an important role in stimulating discussion and keeping directors informed of current issues facing the business. The point is often to identify and understand important issues related to the future of the organisation so that good decisions can be made. Board members want concise, yet complete, information that gives them the big picture. If given too much detail, some of them may delve into it and behave like management, and others will be confused. The writer has to strike the right balance.

Board paper writing is almost an ongoing phenomenon and organizations cannot escape it. Handling board paper writing can be demanding and difficult, but successful organisations rely on efficient communication. Proper board paper writing helps the owners of business, company, organizations, or government to make prompt decisions and plan accordingly. It is also a means of internal communication within the organization. Our proposed Executive Board paper writing training course allows teams to see the importance of board paper writing, gives them the confidence and practical skills they need to convey vital information to other parties within and

outside the organisation. This interactive, practical and fun workshop is structured to help you do excellent Board paper writing. It will help participants master the structure and scope of board papers from conception to completion to boost their confidence to write clear, concise, complete and professional board papers in an effective manner. Today's technology has made everyone in the workplace a writer — leaving the reputation and success of an employee increasingly dependent on how well each communicates. The gist of this workshop is to equip participants on how to coordinate and write board papers effectively and objectively.

They will learn how to plan, organise their objectives, structure, construct arguments and summarise their content effectively. In this instructor-led training, we explore step by step everything participants should consider in making their board papers, well organised and clear and objective. This training aims to enlighten participants on how to improve their listening, note taking skills and organising the information into accurate board papers in a short period.

## **COURSE OBJECTIVES**

After this training, participants will be able to coordinate meetings and write well organized and accurate board papers. They will know how to write formal, structured board papers, and will understand the importance of good listening skills and use of content mapping to create excellent board papers. They will learn how to use easily understood language and how to order your information. By the end of the workshop, delegates will be able to:

1. Apply a selection of powerful communication tools to ensure board papers are clear, concise and actionable.
2. Recognize the importance of effective board papers to decision making and the success of organisations.
3. Confidently and efficiently write Board papers that cut through the noise, accommodate a range of thinking styles and drive business improvement.
4. Identify all the actions needed to prepare and set up a meeting effectively to ensure maximum attendance.
5. Present ideas in a way that helps business leaders think through critical issues and make sound decisions based on well-researched logic.
6. Learn how to write and issue agendas and convening notices.
7. Discussed how to behave confidently and assertively as a key person at meetings.
8. Obtained clarification and identified the decisions of the meeting.
9. Taken notes during a meeting and converted them into effective board papers.
10. Write purposefully and objective board papers of every business meetings

11. Improve Listening and Note-taking skills to collect even in a fast paced meeting that can overwhelm them.
12. Defining the importance of communication skills.
13. Compile the information in a professional language. Use styles that improve understanding.
14. Essential of time management in Board paper writing.
15. Complete and share board papers in a timely manner
16. How to record information in board papers to make them easily accessible to users in future
17. Use modern technology to assist them in planning for meetings and Board paper writing.
18. To produce Board papers that enhances both the image of the writer and the organization

## ORGANISATIONAL IMPACT

Training is an investment in the future of your organization and employees in which the payback is immediate. Building effective Board paper writing skills helps your organization stay ahead of competition in your industry. There is this ancient Chinese proverb that says: ***“Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.”*** This training is one of the building blocks for developing a solid culture of exceptional Board papers writing that will help your organization to:

- ◆ Achieve a strong focus on your business goals and objectives
- ◆ Enhance skills to boost productivity and quickly
- ◆ Encourage extraordinary performance from employees
- ◆ Improve staff engagement
- ◆ Improve the use communication to promote the image of your organization
- ◆ Outperform the competition through enhancing your competitive edge
- ◆ Save time on unnecessary re-work
- ◆ Increase Efficiency and effectiveness
- ◆ Maximize productivity
- ◆ Understand and unlock human motivation
- ◆ Receive accurate, clear, concise, logical and actionable board papers

In summary, you will develop staff who have excellent skills in writing and sharing well written, clear, objective and accurate board papers. This will create a general sense of coordinated and

effective action, and teams of people who get along in a common cause. The result is not just measurable better performance but also greater stability through a happy and motivated workforce.

## INDIVIDUAL IMPACT

This seminar is ideal for participants of any level who want to develop their professional Board papers writing skills. From the highest ranked officer to the receptionist, all employees who, sit in any meeting in the organization can benefit from this training. Doing so directly impacts office relationships, customer experience, and the business's bottom line. Warren Buffet said that by honing your personal communication skills, you can boost your lifetime earning potential by 50%. professional Board papers writing is a key aspect in communication skills.

At DGMB, we are experienced at providing unsurpassed professional Board papers writing skills training. These trainings and longer term programmes are designed to meet your specific organisation goals and service standards as well as the most frequent method of communication to share ideas among employees, clients and stakeholders that is meetings.

This effective professional Board papers writing training course will develop the participants' skills and behaviour to cultivate meaningful office relationships and offer exceptional customer care and services. Benefits of this 5-day course to an individual delegate include ability to:

- a. Understand the principles of Effective Board papers writing
- b. Eliminate numerous time-consuming revisions on board papers
- c. Write board papers with diplomacy, tact, credibility and accuracy
- d. Understand the impact that effective board papers have on a team, and how improving these skills can make it easier to get better results. The training is designed specifically to help them to become more effective and enhance professionalism in the workplace.
- e. Listen carefully, memorize, take quick notes, synthesize and develop accurate information in a fast paced meeting
- f. Acquire practical knowledge in Board papers writing through group and individual exercises
- g. Improve overall business communication skills including Board papers writing.
- h. Use modern technology in effective Board papers writing and running meetings
- i. Apply emotional intelligence at the workplace to foster better productivity

As with all our workshops, the focus is on you, the participant. In order to help you get the best possible results for your business, we provide you with an individual evaluation and help you

develop a personal action plan, which you can start implementing right after your training session. Our mode of delivery will give you a chance to ask questions or discuss any difficulties with our trainers, who will be happy to assist you on the day.

## TARGET GROUP

This course is designed for anyone who writes board and committee papers. It is ideal for Senior Managers and people with all levels of experience who wish to improve their effectiveness at writing Board papers. The training is highly participative, particularly helpful to those new or not in receipt of any previous training in Board papers writing. This course is tailor-made to suit:

- ✓ Chief operating officers
- ✓ ICT directors & Managers
- ✓ HR directors & Managers
- ✓ Supply Chain (Procurement) directors & Managers
- ✓ Marketing directors & Managers
- ✓ Commercial directors & Managers
- ✓ Technical directors & Managers
- ✓ Operation directors & Managers
- ✓ Productions directors & Managers
- ✓ Factory directors & Managers
- ✓ Secretaries to board committees
- ✓ Other Senior Managers

## TARGET COMPETENCIES

- Challenges of Board Papers Writing
- Listening Skills
- Systematic Preparation/Planning
- Logical structure
- Writing for impact
- Practice on Board papers writing
- Language choice

## OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach and methodology. Our proposed training methodology is laid out below. DGMB Consultants will train the participants using the methods laid down to elicit core competencies, identification of talent and potential as well as assessing the decision-making and conflict resolution capabilities of the candidates. Our methodology is a blend of:

- Case studies (success and failures)
- Recorded Role plays to give the participants an opportunity to hear themselves in the training process.
- Power point presentations

- Questions and answers method
- Individual and robust group discussions to identify the gaps in training skills, behaviors and tools.
- Experiential activities that will empower the participants for successful training design, curriculum development and training delivery.
- Simulations

The training approach is based on the principles of adult learning. Our methodology has several features that will ensure that African Trade Insurance Agency experience a robust and relevant fire training and emergency preparedness programs; one that strengthens team dynamics and helps our clients deliver improved results. Some of the highlights of our unique approach are:

- **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

- **Practical and Relevant Content**

In assessing and designing course offerings, we remember Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

- **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism.
- ✓ effective staff are reflective in the context of taking action.
- ✓ management development works best as social learning in small groups.

- **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

○ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB training will:

- ❖ Help your organization build strong internal communities.
- ❖ Help staff learn more rapidly.
- ❖ Build in lasting change through reflection.



### COURSE DURATION

The course duration is five (5) days that will cover the proposed course content. The length of the training is adequate to cover the entire course. Over the duration your participants will learn the best skills, strategies and techniques to ensure that every communication and protocol with Board Members is a fruitful one. In these five (5) days of training, participants will uncover the secrets of brilliance in writing Board papers.

### COURSE CONTENT

The content of the training will cover the following areas as shown below.

- Definition of effective board papers writing skills.
- The role of board papers and how they are used in the boardroom.
- The level of detail required within the papers.
- The structure and style of the board paper and the need for standardisation.
- Considerations that the writer should take when preparing a paper.
- The types of board papers.
- Functions and Qualities of a Professional Board papers writer
- Process of the board papers writing.
- Key Agenda items in board papers writing skills
- The importance of focusing on the main agendas.
- Types of listening methods.
- Various listening skills
- Methods of board papers taking.
- Practical exercise in board papers writing.
- Deepening Self- Awareness.
- Ethics in board papers writing process.
- Modern trends in board papers writing skills.
- Review of notes and converting notes into final board papers.
- Board papers writing: express or impress?
- Role of emotional intelligence.

### TIMETABLE

We present below proposed training timetable for the 5-day training duration.

DAY ONE	TOPIC
8:00 am – 8:30 am	Arrival, Registration, Climate Setting and Opening Remarks
8:30 am – 10:30 am	<b>Overview of Official Writing – The Client’s way</b> <ul style="list-style-type: none"> <li>◆ Strategic Role of Board Papers in the Management of Organization’s</li> <li>◆ Emergent Issues and trends in Board Paper Writing</li> <li>◆ Types and structures of Board papers</li> </ul>
10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	<b>Introduction to Effective Board Reporting</b> <ul style="list-style-type: none"> <li>◆ Understanding the Strategic Role of the Board</li> <li>◆ The “Board Pack” and its use in the Boardroom</li> </ul>
1:00 pm – 2:00 pm	<b>Lunch Break</b>



2:00 pm – 4:00 pm	<b>The Board Minutes Process</b> <ul style="list-style-type: none"> <li>◆ Pre-meeting Preparation for Board Secretaries</li> <li>◆ Structure of Board Meeting Agenda</li> <li>◆ Step-by-step Guide of Taking Record of a Board Meeting</li> </ul>
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/Tea, Wrap Up &amp; End of Day One</b>
<b>DAY TWO</b>	<b>TOPIC</b>
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 pm	<b>Writing Board Meeting Minutes</b> <ul style="list-style-type: none"> <li>◆ The Do's and Don'ts of Board Minute Recording &amp; Writing</li> <li>◆ Writing the Official Record of Board Minutes</li> <li>◆ The Do's and Don'ts of Board Minute Recording &amp; Writing</li> <li>◆ Writing the Official Record of Board Minutes</li> </ul>
<b>10:30 am – 11:00 am</b>	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	<b>Board Minute Writing Best Practices</b> <ul style="list-style-type: none"> <li>◆ Signing, filing, and sharing minutes</li> <li>◆ Correcting Common Mistakes in Board Minute-writing</li> <li>◆ Helpful Tips for Effortless Board Minutes Writing</li> <li>◆ Communication of resolutions and decisions by the Board</li> </ul>
<b>1:00 pm – 2:00 pm</b>	<b>Lunch Break</b>
2:00 pm – 4:00 pm	<b>Practical Session on Board Minute Writing</b> <ul style="list-style-type: none"> <li>◆ Group Work and Presentations</li> <li>◆ Facilitator Awarding of Points for Presentations</li> <li>◆ Plenary Q &amp; A Session</li> </ul>
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/Tea, Wrap Up &amp; End of Day Two</b>
<b>DAY THREE</b>	<b>TOPIC</b>
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	<b>Running a Successful Board Meeting</b> <ul style="list-style-type: none"> <li>◆ Roles &amp; Responsibilities of Chair, Board Secretary and Executive Committees</li> <li>◆ Procedures for Running of Successful Board Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Practical Session: “The Board Meeting”</li> </ul>
<b>10:30 am – 11:00 am</b>	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	<b>Board Reporting: Identification of Board Needs</b> <ul style="list-style-type: none"> <li>◆ Understanding Board’s Priorities</li> <li>◆ Striking balance between Strategy, Performance and Governance</li> <li>◆ Board Preferences of Style, Format and Level of Details</li> </ul>
<b>1:00 pm – 2:00 pm</b>	<b>Lunch Break</b>
2:00 pm – 4:00 pm	<b>Design of Board Papers and Reports</b> <ul style="list-style-type: none"> <li>◆ Role of Board Papers and their use in Enhancing Board Performance</li> <li>◆ Meeting Calendars and Planning Process</li> <li>◆ Templates and Formats for Board Papers</li> <li>◆ Responsibilities for Commissioning Board Papers</li> </ul>
<b>4:00 pm – 4:15 pm</b>	<b>Coffee/Tea, Wrap Up &amp; End of Day Three</b>
<b>DAY FOUR</b>	<b>TOPIC</b>
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
9:30 am – 10:30 am	<b>Writing of Board Papers Part 1</b> <ul style="list-style-type: none"> <li>◆ Types of Board Papers</li> <li>◆ Content and Styles of Board Papers</li> </ul>
<b>10:30 am – 11:00 am</b>	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	<b>Writing of Board Papers Part 2</b> <ul style="list-style-type: none"> <li>◆ Overcoming Common Board Paper Writing Mistakes</li> <li>◆ Developing a Board Paper Writing Policy</li> </ul>
<b>1:00 pm – 2:00 pm</b>	<b>Lunch Break and Delegates leave at own pleasure</b>
2:00 pm – 4:00 pm	<b>Board Relationship Management</b> <ul style="list-style-type: none"> <li>◆ Understanding the Relationship between Board and Management</li> <li>◆ Handling Challenges Arising from Board Interaction</li> <li>◆ Effective Two-way Communication between Board and Management</li> </ul>

Learn . Internalize . Apply



<b>4:00 pm – 4:15 pm</b>	<b>Coffee/Tea, Wrap Up &amp; End of Day Four</b>
<b>DAY FIVE</b>	<b>TOPIC</b>
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	<b>Role of Emotional Intelligence</b> <ul style="list-style-type: none"><li>◆ The EQ Super Power in Relationship Management</li><li>◆ Personal EQ Competencies</li><li>◆ Relationship EQ Competencies</li></ul>
<b>10:30 am – 11:00 am</b>	<b>Mid-morning Break and Refreshments</b>
11:00 am – 12:00 pm	<b>Plenary Session</b> <ul style="list-style-type: none"><li>◆ Action planning</li><li>◆ Evaluation and</li><li>◆ Way forward</li></ul>
<b>12:00 pm – 1:00 pm</b>	<b>Lunch Break and Delegates leave at own pleasure</b>

## YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT**, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

## ADMINISTRATION DETAILS

**Dates:** 12<sup>th</sup> – 16<sup>th</sup> September 2022

**Time:** 8:00 a.m. – 5:00 p.m.

**Venue:** Weston Hotel, Nairobi

**Attire:** Smart Casual

For Enquiries or Registration Call **David or Rebecca** on: (+254) 722 352 680/ (+254)787 352 680 alternatively send an email to: [dgmbfinance@gmail.com](mailto:dgmbfinance@gmail.com) and copy to [training@dgmbtraining.co.ke](mailto:training@dgmbtraining.co.ke)

## PRE-REQUISITES

No prior detailed knowledge of Effective Board papers writing training is required.

## QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival

## TERMS AND CONDITIONS

**Disclaimer:** All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us cater for your course materials and catering requirements. **Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

## CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after attending this course.

## HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463PS