

# Managing Meetings & Effective Minutes Writing Workshop

"Innovative case study simulation is included in this workshop to train participants in minutes writing"

## COURSE INTRODUCTION

This workshop will introduce participants to the technicalities of company meetings and how to make such meetings effective. The aim and purpose of a meeting is to make decisions and achieve certain strategic objectives. Planning an effective meeting will ensure the objectives are met and result in an effective board of directors.

Minutes are a record of decisions and discussions made at meetings and serves as prima facie evidence. A good set of minutes will protect company directors from negligence or allegations of abuse of power as the records will reveal the directors deliberation and discussion in accountable and transparent manner.

## COURSE OBJECTIVES

The difference between a well run company and a mediocre company is an effective board of directors who can provide leadership and direction to the management. In this workshop participants will learn how to plan an effective meeting and assist the Chairman and CEO make the board of directors an effective board.

Participants will also learn how to draft a good quality set of minutes of meeting. **The highlight of this workshop will be an innovative case study simulation where participants will be given various actual transcripts of meetings and learn how to draft traditional minutes and factual minutes.** The simulated case study will enable those who are have not attended meetings before to benefit from it as it will be simulating discussions, arguments and debates in a meeting. It is envisaged that the session will involve interaction between participants and the speaker.

The lively Q & A at the end of the session will be beneficial for participants as it will address frequent problems and issues when drafting and preparing minutes of meetings.

## COURSE CONTENTS

- ❖ Overview of Meetings
- ❖ Legal Definition and Case Laws on Meetings
- ❖ Types of Meetings and Legal Requirements
- ❖ Meetings – Planning an Effective Agenda and Effective Board
- ❖ Overview Meaning, Definition and Case Law on Minutes
- ❖ Guidelines to Taking and Preparing
- ❖ Case Studies – Interactive Presentation and Preparation of Minutes

## SPEAKER – FOO POH KHEAN

Mr. Foo Poh Khean is a Fellow Member of the Malaysian Institute of Chartered Secretaries & Administrators (MAICSA). He also obtained the Bachelor's Degree in Law (Second Class Honours) in 1992 and the Certificate in Legal Practice (CLP) in 1993. He has been a practicing Chartered Secretary since 1991 under his firm. As a practising Chartered Secretary, he offers advice and consulting on corporate secretarial, accounts and finance, management consultation and planning, company administration and company law matters. He has worked in various secretarial practice companies and has handled both public listed and private limited companies. He regularly contributes articles to professional institution's journal and is also an invited speaker on company secretarial topics. He is a part-time lecturer and tutor at Kolej Tunku Abdul Rahman, Main Campus, Kuala Lumpur.

**COURSE  
FEE**

**RM300**

*(inclusive of seminar materials, certificate of attendance, refreshment and lunch)*

## PROGRAMME DETAILS

Date	:	11 Mar 2009, Wed 4 Aug 2009, Tue
Time	:	9.00am – 5.00pm
Venue	:	SURUHANJAYA SYARIKAT MALAYSIA Level 19, Putra Place 100 Jalan Putra Kuala Lumpur

# REGISTRATION FORM

COURSE FEE

RM300



SEMINAR ON

## Managing Meetings and Effective Minutes Writing Workshop

Use one form for each participant. Please print or type details clearly. This form can be downloaded from SSM's website at [www.ssm.com.my](http://www.ssm.com.my). Kindly make copies if more forms are needed.

Yes, please register me for the above seminar on  11 Mar 2009, Wed. Event Code: CS/KL/004/09; or  4 Aug 2009, Tue. Event Code: CS/KL/086/09

### Participant and Payment Details

Name : \_\_\_\_\_ Office Tel. No. : \_\_\_\_\_

I/C No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

License Secretary No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

Professional Body Name & Membership No. : \_\_\_\_\_  
\_\_\_\_\_  I/We enclose Cheque/Bank Draft/Money Order/Postal Order for amount of RM \_\_\_\_\_ (non-refundable and made payable to 'SURUHANJAYA SYARIKAT MALAYSIA' [Please indicate participant and company's name and event code on the reverse of the cheque].

Designation : \_\_\_\_\_  
\_\_\_\_\_

Fax your registration form and send your payment to:

#### COMTRAC

(Companies Commission of Malaysia Training Academy)  
Level 11, Putra Place, 100 Jalan Putra  
50622 Kuala Lumpur

Company : \_\_\_\_\_

Tel : 03-40479681 (Farah/Zila) / 9658 (June) / 6018 (Zalina)  
Fax : 03-40476052/6334  
Email: [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ABOUT THE ORGANISER

COMTRAC (Companies Commission of Malaysia Training Academy) commenced operation in April 2007 to function as the education and training arm of Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia [SSM]). COMTRAC undertakes a crucial role in enhancing the skills and competencies of its employees and elevating and promoting ethical business and good corporate governance values to business and corporate community. Please visit [www.ssm.com.my](http://www.ssm.com.my) to find out more about COMTRAC and its training programmes.

### TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM is notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per-copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.