



# **Councils and Committees Operations Specialists Training Course**

12 - 16 May 2025  
Vienna



**AGILE LEADERS**  
Training Center



# Councils and Committees Operations Specialists Training Course

**Ref.:** 36308\_260994 **Date:** 12 - 16 May 2025 **Location:** Vienna **Fees:** 4900 **Euro**

## Course Overview:

This advanced training course highlights the crucial role that operations specialists play in boards and committees. Participants will gain a thorough understanding of the rules and procedures for managing boards and committees, including preparing minutes and agendas, and handling legal documents and their associated responsibilities. The training also covers how to manage meetings and make sound decisions, with an emphasis on transparency, disclosure, and governance of conflict of interests. The course aims to enhance participants' skills in dealing with risks and legal responsibilities, ensuring tasks are carried out efficiently and effectively.

## Target Audience:

- Board and committee members
- Executive directors
- Operations specialists in boards and committees
- Governance and compliance officers
- Senior and middle management
- Individuals interested in developing their skills in managing meetings and committees

## Targeted Organizational Departments:

- Public Relations
- Executive Management
- Marketing and Communications
- Human Resources
- International Affairs

## Targeted Industries:

- Government institutions
- Multinational companies
- Non-profit sector
- Academic institutions



## Course Offerings:

By the end of this course, participants will be able to:

- Understand the role of board and committee members and the importance of this role in corporate governance.
- Efficiently and professionally prepare minutes and agendas.
- Apply best practices in managing meetings and committees and making informed decisions.
- Handle legal documents and maintain transparency and disclosure.
- Assess risks and legal responsibilities associated with board and committee members.
- Enhance their skills in dealing with board members and major shareholders.
- Implement principles of conflict of interest governance and effective organizational management.

## Training Methodology:

The course uses an interactive training methodology that includes case studies, group work, interactive sessions, and feedback sessions. Participants will apply the concepts learned in realistic scenarios, enhancing their understanding and ability to handle various challenges.

## Course Toolbox:

- Workbooks
- Training Resources
- Checklists and templates
- Body language analysis tools

## Course Agenda:

### Day 1: The Role and Importance of Board and Committee Members

- **Topic 1:** Definition and role of board and committee members.
- **Topic 2:** The importance of board and committee positions and their relation to governance.
- **Topic 3:** General rules for operations specialists in boards and committees.
- **Topic 4:** Roles and responsibilities of board and committee operations specialists.
- **Reflection & Review:** Discussion and evaluation of the day's coverage.

### Day 2: Preparing Minutes and Agendas

- **Topic 1:** Agendas and best practices in their preparation.
- **Topic 2:** Definition of meeting minutes MoM.
- **Topic 3:** Key elements of meeting minutes checklist.
- **Topic 4:** Methods of writing minutes with examples.



- **Topic 5:** Retaining minutes and their attachments and the legal responsibility.
- **Topic 6:** Drafting minutes.
- **Topic 7:** Scheduling meetings and routine agendas.
- **Topic 8:** Importance of meeting attachments as an integral part of the minutes.
- **Reflection & Review:** Evaluating new concepts and practices and sharing experiences.

### Day 3: Board Procedures

- **Topic 1:** Boardroom: board and committee meetings.
- **Topic 2:** When board/committee decisions are needed.
- **Topic 3:** Validity of board and committee decisions.
- **Topic 4:** Issuing decisions in urgent matters Circulation.
- **Topic 5:** Proxies in board meetings.
- **Topic 6:** Calculating quorum in board meetings, decisions during meetings, and by circulation.
- **Topic 7:** Board and committee meeting reports.
- **Reflection & Review:** Discussion of meeting outcomes and ways to improve processes.

### Day 4: Governance of General Assemblies and Board/Committee Meetings

- **Topic 1:** General assemblies - their types and functions.
- **Topic 2:** Calling for general assemblies and board/committee meetings.
- **Topic 3:** Managing general assemblies and board/committee meetings.
- **Topic 4:** Proxies in general assemblies and board/committee meetings.
- **Topic 5:** Writing minutes for general assemblies.
- **Topic 6:** Important regulations and policies for board/committee meetings.
- **Topic 7:** Transparency and disclosure: best practices.
- **Topic 8:** Governance of conflict of interest and related party transactions.
- **Reflection & Review:** Discussion of procedures and practical applications.

### Day 5: Risk Management and Legal Responsibilities

- **Topic 1:** Authority matrix and the principle of separation of duties.
- **Topic 2:** Powers of Attorney PoA and how to reduce reliance on them.
- **Topic 3:** Tort liability of board and committee members.
- **Topic 4:** Directors and Officers D&O Insurance: protecting board members and senior executives.
- **Topic 5:** Skills in dealing with board members and major shareholders.
- **Topic 6:** The suitability of the role of board and committee secretaries and its future.
- **Reflection & Review:** Comprehensive evaluation of the course and key takeaways.

### How This Course is Different from Other boards and committees Courses:



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This course stands out by focusing on not only providing theoretical knowledge but also offering practical, interactive applications. It uses the latest training techniques and provides unique tools to help build and develop the essential skills required to represent institutions effectively and confidently. The course includes realistic simulations of the challenges participants may face in meetings and committees, offering a comprehensive and integrated learning experience.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

- Malaysia**  
Kuala Lumpur
- Morocco**  
Casablanca
- Spain**  
Barcelona
- France**  
Paris
- UK**  
London
- Italy**  
Rome
- Egypt**  
Cairo  
Sharm El-Sheikh
- Turkey**  
Istanbul
- Georgia**  
Tbilisi
- Azerbaijan**  
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