Public Sector Management · PM368

Skills of Secretariat for Councils and Subcommittees

Duration **1 Week**	Fee **from £1,400**	Category **Public Sector Management**
Ref **PM368**	Language **English**	Certificate **Certificate of attendance**

Introduction

Effective secretarial skills are essential for ensuring the smooth functioning of councils and subcommittees. This programme, designed by Horizon Plus Training Center, provides participants with the essential knowledge and competencies needed to manage meetings, coordinate decisions, and maintain accurate records. Through practical exercises and real-world case studies, participants will develop the necessary expertise to enhance governance, efficiency, and compliance in their organisations.

Objectives

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

- Understand the roles and responsibilities of a council or subcommittee secretary.
- Develop professional skills in meeting management, agenda preparation, and minute-taking.
- Enhance communication and coordination between council members and stakeholders.
- Apply best practices in documentation, record-keeping, and decision-tracking.
- Ensure compliance with organisational and regulatory frameworks governing councils and committees.

Organisational Impact

Organisations will benefit from this programme through:

- Improved efficiency in the management of councils and subcommittees.
- Enhanced decision-making processes through well-structured documentation and follow-ups.
- Increased transparency and compliance with governance policies.
- Stronger coordination between departments and stakeholders.
- Better record-keeping and tracking of council activities.

Target Audience

This training is suitable for:

- Administrative and executive assistants supporting councils and committees.

- Secretariat professionals in governmental and private organisations.
- Legal and compliance officers involved in governance matters.
- Coordinators and managers responsible for council operations.
- Any professional tasked with organising and managing meetings for decision-making bodies.

Outlines

Day 1

Introduction to Secretariat Functions and Responsibilities

- Understanding the role of councils and subcommittees in governance.
- The duties and responsibilities of a council or subcommittee secretary.
- Ethical considerations and confidentiality in secretarial work.
- Essential skills for an effective secretary: organisation, communication, and attention to detail.

Day 2

Effective Meeting Management

- Planning and scheduling meetings efficiently.
- Preparing agendas: structure, key components, and best practices.
- Coordinating with stakeholders and ensuring attendance.
- Managing online and hybrid meetings: tools and techniques.

Day 3

Professional Minute-Taking and Documentation

- The importance of accurate and structured minutes.
- Techniques for summarising discussions and capturing key decisions.
- Formatting and distributing meeting minutes effectively.
- Archiving and retrieving meeting records.

Day 4

Coordination, Communication, and Follow-Up

- Effective communication skills for a council secretary.
- Strategies for tracking decisions and ensuring follow-up actions.
- Handling conflicts and maintaining neutrality in discussions.
- Using technology for improved secretariat management (e.g., document-sharing platforms).

Day 5

Compliance, Governance, and Best Practices

- Legal and regulatory considerations for councils and subcommittees.
- Ensuring transparency and accountability in committee processes.
- Case studies on successful council and subcommittee management.
- Simulated council meeting and performance evaluation.

Dates & Venues

Date	Venue	Duration	Fee
22 - 26 Nov 2026	Online	1 Week	£1,400
23 - 27 Nov 2026	Kuala Lumpur	1 Week	£5,000
23 - 27 Nov 2026	Madrid	1 Week	£5,000
30 Nov 2026 - 4 Dec 2026	London	1 Week	£5,000
6 - 10 Dec 2026	Istanbul	1 Week	£5,000
6 - 10 Dec 2026	Amman (Jordan)	1 Week	£3,100
20 - 24 Dec 2026	Cairo	1 Week	£3,100
28 Dec 2026 - 1 Jan 2027	Singapore	1 Week	£5,250

Register or ask about this course online

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