Public Sector Management · PM368

# Skills of Secretariat for Councils and Subcommittees

Kuala Lumpur · 23 - 27 Nov 2026

| Date | Venue | Duration |
|---|---|---|
| **23 - 27 Nov 2026** | **Kuala Lumpur** | **1 Week** |
| **Fee** | **Ref** | **Language** |
| **£5,000 GBP** | **PM368** | **English** |

## Introduction

Effective secretarial skills are essential for ensuring the smooth functioning of councils and subcommittees. This program, designed by Global Horizon 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 organizations.

## 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 organizational and regulatory frameworks governing councils and committees.

## Organizational Impact

### Organizations will benefit from this program 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 organizations.
- Legal and compliance officers involved in governance matters.
- Coordinators and managers responsible for council operations.
- Any professional tasked with organizing 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: organization, 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 summarizing 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.

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