

EXECUTIVE WORKSHOP ON MEETINGS
THEME: MEETINGS THAT DRIVE RESULTS
VENUE: LAKE NAIVASHA RESORT, NAIVASHA
DATE: SEPTEMBER 29- OCT 1, 2021

Introduction

Meetings are an integral part of any institution. It's through meetings that valuable results are realized including information exchange, relationships, collaboration, creativity, innovation and quality decision making. With the ever increasing length and frequency of meetings time, it is important to have them run professionally and efficiently towards realizing strategic objectives of an institution.

Ineffective meetings are soul-sucking and time wasters resulting to burnouts, inefficiency, unproductivity and strategic inertia. Valuable time is lost as people spend so much time in such meetings at the expense of executing institution's core objectives. Fortunately, institutions need not view meetings as 'necessary evil' any more. The Institute has extensively researched, published governance standards and invested in capacity building to support organizations in driving results through efficient meetings.

About the Workshop

This Executive Workshop on Meetings is designed to equip chairpersons, board members, corporate secretaries and top executives with relevant knowledge and skills in effective management of meetings. The workshop will be delivered through active learning, with theories, demonstrations, sharing of experiences, videos, role plays, reflections and case studies. The programme will be delivered in a total number of three (3) days

Content

The content for discussion during this workshop include:

- Designing forward looking agenda
 - Board Dynamics at meetings
 - How emotionally intelligent people run meetings
 - Bad meetings as silent killers: Rescue techniques
 - Board packs and minutes for highly impactful boards
 - Meetings that yields results for high-performance boards
 - Tips from the steering wheel: Taking control of a meeting
 - ICT-Enabled meetings in achieving corporate goals
 - Leading difficult and crisis meetings
 - Dealing with an overbearing chairman
 - Managing problematic members and personality conflicts
 - Building synergy between board chair and corporate secretary at meetings
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Target Audience

This workshop is designed for those in senior leadership positions whether in private, public or civil organizations.

CPD Credits Hours: 18 CPD credits.

NITA Reg. No: NITA/TRN/406

Investment: Kshs. 40,000 for members and Kshs. 60,000 for non-members. Fees are payable in advance of the programme and cover facilitation, certificate, training materials, tea/coffee and lunch.

Group Discounts:

An organization can take advantage of group discount by sponsoring participants as follows:

- 3 participants, 5% discount.
- 4 participants, 10% discount.
- 5 and more participants, 15% discount.

Payment Options

1. Cheques payable to Institute of Certified Public Secretaries of Kenya.
2. Deposit to A/c No: 1103151045, Kenya Commercial Bank, Capital Hill Branch and email a scanned copy of the deposit slip to the Institute.
3. Mpesa Pay Bill No: 533800. Account Name is the Membership Number.
4. All payments should indicate the Executive Workshop on Meetings, 2021 as well as the full names of the participants.

Registration: Please register online on Institute's website www.ics.ke by September 20, 2021.

For More Information: please contact Secretariat on Tel: 020-3597840, 0734603173, 0770159631 or E-mail: training@ics.ke and copy info@ics.ke

TIMETABLE

DAY ONE SEPTEMBER 29, 2021	
TIME	ACTIVITY/ TOPIC
8.00- 8:30 AM	Registration Opening Protocols
8:30-10.30 AM	<ul style="list-style-type: none"> • Designing forward looking agenda • Linking Agenda to Strategy • Board Work plan
10.30-11.00 AM	TEA/ COFFEE BREAK
11.00AM- 1.00 PM	<ul style="list-style-type: none"> • Inefficient meetings as silent killers: Rescue techniques • Board packs and minutes for highly impactful boards
1.00-2.00 PM	LUNCH BREAK
2.00-4:00 PM	Board Dynamics at meetings
4.00 PM	TEA BREAK & END OF DAY ONE
DAY TWO SEPTEMBER 30, 2021	
8:30-10.30 AM	<ul style="list-style-type: none"> • Dealing with an overbearing chairman • Managing problematic members and personality conflicts
10.30-11.00 AM	TEA/ COFFEE BREAK
11.00AM- 1.00 PM	<ul style="list-style-type: none"> • ICT-an enabler of Governance • Board Portals
	LUNCH BREAK
2.00-4:00 PM	<ul style="list-style-type: none"> • How emotionally intelligent people run meetings • Leading difficult and crisis meetings
4.00 PM	TEA BREAK & END OF DAY TWO
DAY THREE OCTOBER 1, 2021	
8:30-10.30 AM	<ul style="list-style-type: none"> • Meetings that yields results for high-performance boards • Tips from the steering wheel: Taking control of a meeting
10.30-11.00 AM	TEA/ COFFEE BREAK
11:30AM -1:00PM	Building synergy between board chair and corporate secretary at meeting
1.00-2.00 PM	LUNCH BREAK
2:00PM-4:00PM	Board Meeting- Simulation
4.00 PM	END OF WORKSHOP