



presents

MASTERCLASS on Writing MINUTES OF MEETINGS

FOR BOARD, BUSINESS AND ALL OTHER TYPES OF MEETINGS



Tuesday, April 24, 2018 * 9:00am to 5:00pm
The Bellevue Hotel, Muntinlupa City, Philippines

This Master Class training is intended to provide minute-takers an understanding of the importance of their role and practical techniques for producing minutes that contain essential information in concise and efficient language.

The modules include a step-by-step guide from preparing for the documentary and physical requirement of a meeting, writing an effective agenda, taking down effective notes, using standard terminology in minutes writing, and more! The session will combine instructionals, inter-active discussions and exercises, with suggested templates you can take back to your workplace and immediately use in meetings.

This is the only program that will teach you the best practices in minutes taking and provide you vital information on the legal guidelines and regulations on meetings mandated by the Securities and Exchange Commission.

Course Director & Lecturer: Atty. Mia G. Gentugaya - is of counsel in SyCip Salazar Hernandez & Gatmaitan and was senior partner and head of its Banking, Finance & Securities Department. She specializes in banking, finance and securities, foreign investments, and corporations.

Ms. Gentugaya has been cited as one of the leading lawyers in the AsiaLaw Profiles, the International Financial Law Review's Guide to the World's International Business Law Firms, the International Who's Who of Business Lawyers, and Chambers & Partners Asia-Pacific Leading Lawyers for Business.

LIMITED SEATS ONLY
PRE-REGISTRATION REQUIRED

Seminar Investment is PHP 9,988 inclusive of Meals, Resource Kit & Certificate of Attendance

Avail of the 5% Group Discount for attendees of 3 or more and 10% Early Bird discount when you enroll and prepay before March 24

Contact Person: Camille Jonas
Telephone (+632) 556-8968 or 69
Telefax (+632) 842-7148 or 59
Email camille.cgbp@yahoo.com
Check www.cgbp.org

Who Should Attend:

- Board Directors
- Corporate Secretary
- Minute Takers
- Everyone interested to learn minute taking of meetings

This training is open to the General Public