



Presented by  
Falconbury

# The Minutes and Meetings Management Masterclass for Company Secretaries and Directors

10 July 2025  
+ 7 November 2025

This practical training course will give you the skills and knowledge to manage meetings effectively



**Format:**  
Live online



**CPD:**  
3 hours for your records



Certificate of  
completion

# Course overview

**This meeting management course is designed to explain the purpose of meeting minutes and provide guidance and practical help to those involved in meeting management and support.**

Participants will gain a comprehensive understanding of why meeting minutes are essential for documenting discussions, decisions, and action items. The training will cover best practices for preparing, drafting, and finalising minutes and how best to prepare for and manage different types of meetings.

Minute writing can be a challenging and time-consuming task. This course will give you the essential skills and highlight the importance in the context of a director's role. Participants will learn how to capture key points effectively, differentiate between essential and non-essential information, and ensure that the minutes are a reliable record of the meeting. By mastering the art of minute writing, directors can significantly enhance the efficiency and productivity of their meetings.

Effective minute writing reduces misunderstandings, ensures accountability, and facilitates the follow-up of action items. This training aims to empower participants with practical techniques and tips to streamline meetings and the minute-taking process. Ultimately, this course will help you contribute to better-organised, more productive meetings that drive your organisation's goals forward.

## Benefits of attending

By attending this course you will:

- **Get to grips** with the challenges of minute writing and the skills you need to improve
- **Understand** the purpose of minutes and resolutions
- **Develop** your decision making and organisation skills
- **Examine** the documentation necessary for productive meetings
- **Clarify** the key roles at a meeting and the different types of meetings
- **Learn** the skills for effective meeting management

## Who should attend?

This course has been specifically designed for:

- Company Directors
- Company Secretaries
- Minute takers
- Legal professionals
- Governance professionals
- All professionals looking to develop their skills in this area

# Programme

**The purpose of Minutes**

**Meeting types and key roles at a meeting**

**The Role and Risks of AI in Minutes**

**Effective decision making processes**

**Meeting management**

# Presenter



## **Russell Shackleton**

**Russell Shackleton**, CIA, CFE, MBA, FRSA, is a risk management and corporate governance expert consultant and trainer. He is an experienced advisor to Boards and sub-committees, and a tutor on the Financial Times Non-Executive Director programme.

He is an accomplished change agent and strategic thinker, as well as a civil and commercial mediator. He has an Executive MBA from Henley Business School and is a governance specialist with the FT Non-Executive Director Diploma.

Russell applies his operational experience allied with strategic thinking, exemplary leadership and team working skills to help businesses bring a structured change that is pragmatic, sustainable, and meets the needs and cultural fit of their organisation. He is passionate about empowering groups to achieve more than their component parts through effective stakeholder engagement and collaboration.

He has worked with many industries across the world, including manufacturing, FMCG, retail, automotive, supply chain logistics, food production/services, construction, textiles, engineering, infrastructure, energy, warehousing, transport, and charities.

Now based in the UK, he continues to serve organisations with an international footprint, culture or supply chain, both as a consultant / trainer or a Non-Executive Director and maintain those connections and knowledge. He speaks English and French.

# Course dates

**10 July 2025**

**Live online**

13:30-17:00 **UK (London)** (UTC+01)

Course code 14711

GBP ~~299~~ **349**

EUR ~~419~~ **489**

USD ~~481~~ **559**

**Until 05 Jun**

**7 November 2025**

**Live online**

13:30-17:00 **UK (London)** (UTC+00)

Course code 15050

GBP ~~299~~ **349**

EUR ~~419~~ **489**

USD ~~481~~ **559**

**Until 03 Oct**

## How to book



**Online:**

[ipi.academy/2646](https://ipi.academy/2646)

Alternatively contact us to book, or if you have any queries:



**Email:**

[info@ipiacademy.com](mailto:info@ipiacademy.com)



**Phone:**

[+44 \(0\)20 7749 4749](tel:+442077494749)

## Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

## Further information

### Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

### Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

### Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit [ipi.academy/content/terms-and-conditions](https://ipi.academy/content/terms-and-conditions)

# Reviews



**Very good in all aspects of the webinar. Friendly approachable speaker who made the environment comfortable to be able attendees to interact easily. It was very interesting overall.**



**Penny Hillary**  
Great North Air Ambulance Service  
Nov 8 2024



**Excellent**



**Onyeche Helen Adogwa**  
Principal Partner  
Adogwa & Co. Ltd  
Aug 4 2023



**Mr. Davies was very kind, and his passion for minutes lifted a lot of that burden feeling. I look forward to using a few new skills and techniques.**



**Daisy Martinez**  
General Manager  
Laguna Madre Water District  
Aug 4 2023



**Everything was great, I was looking to make my minute taking more professional and with this course I did.**



**Susan Wilkinson**  
Executive Assistant  
Danbro Trading Group  
May 22 2023

## Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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## IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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