



MASTERCLASS in Writing MINUTES OF MEETINGS

FOR BOARD, BUSINESS AND ALL OTHER TYPES OF MEETINGS



THURSDAY & FRIDAY, AUGUST 15 & 16, 2024 * 9:00AM TO 12:00NN via [ZOOM](#)

This Masterclass 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 instructional, interactive 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 minute 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. Danny Espejo Bunyi](#) - is a Certified Compliance Officer which he obtained certification from the American Academy of Financial Management. He is a senior partner at Divina Law. His expertise include Corporate, Banking and Finance, Insurance, Trust, and Special Projects with emphasis on regulatory compliance (AMLC, SEC, IC, etc), corporate finance, mergers and acquisitions, corporate housekeeping, financing documentation, cross-border transactions, and trust operations & investments. His previous positions include having been a senior vice president at the Development Bank of the Philippines and corporate secretary in charge of compliance, first vice president and chief compliance officer at Robinsons Bank, and first vice president and head of the Legal Services Group of Robinsons Savings Bank.

Who Should Attend:

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



***Training investment inclusive of an e-certificate and a printed learning material**

- ₱ 4,880 / person

(when you register and pay on or before July 15)

- ₱ 5,880 / person

(when you register and pay after July 15)

***Optional:** Add ₱450 for a printed copy of a certificate of attendance inclusive of delivery charge

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