

## HENDIRICKS AND ASSOCIATES TRAINING AREAS

January – December 2026

Week 3 or 4 of each month

To register: [info@hendricksassociates.org](mailto:info@hendricksassociates.org); Call 0795739813

	Training Area	Dates
6	Effective Reporting, Documentation and minutes taking	Week 3 & 4

### **COURSE OUTLINE AND SYNOPSIS**

**H&A\_06:** Effective Reporting, Documentation and minutes taking

#### *Course overview*

Follow up to the adjustments done under covid-19, there is increased reliance on digital products such as reports, newsletters, and impact stories among others. This comprehensive course that enables professionals with advanced skills to write effective reports, document progress, human interest stories, impact and take accurate meeting minutes. The course is aimed at enhancing internal organizational communication and governance. Participants will be trained to produce clear, professional documents in addition to editing and presentation skills. Today's corporate's world demands for succinct organizational information packaged in terms of what, why, who, with whom and how.

#### *Target audience*

This course targets Chief Executive Officers (CEOs) and their deputies, Officers in government, parastatals, or private sectors, project managers, project coordinators, project officers, communication professionals, departmental heads, monitoring and evaluation officers, procurement officers, administrative professionals, executive secretaries, graphic designers, executive assistants among others. In some organizations

there are professionals dedicated and responsible for producing reports and taking minutes.

### *The Course outline*

- Sending meeting agenda notices
- How to write office memos
- Organizing the seating arrangement in meetings
- Order and decorum in office meetings
- Meeting minutes formats
- How to write effective meeting minutes
- Mock writing and presentations
- The basics of an institutional knowledge management system
- Types and functions of various office documents and reports
- How to write an executive summary
- The 4Ws and 1 How
- Logical outline and flow of reports
- How to write office reports
- The use of graphics and visuals in reports
- Presentation of project reports (PowerPoint, Canva etc)
- How to write media / press reports
- Dissemination of reports

### *How participants will benefit*

The participants will be able to promote institutional governance through clear, accurate reports that will result in enhanced stakeholder communication and trust. The persons in-charge of taking office minutes will have their mastery of professional report writing and minutes taking skills upheld. The course will boost their confidence in communication and documentation. Upon attaining this certification, the resultant improved interpersonal and organizational skills, evidenced in their performance appraisal will propel the participants into career progression and in administrative roles.

The organizations in turn will register increased productivity through accurate, well edited and streamlined documentation. On institutional growth there will be evidence-based decision-making with precise meeting records and progress reports and other project documents.

*Course duration:* Four days

*Course fee:* USD 300

