



### **Workshop on Managing Annual General Meeting and Board Meeting**

May 19 – 23, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 10 – 14, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

### **Program overview:**

An annual general meeting (AGM) is a mandatory yearly gathering of a company's interested shareholders. At an AGM, the directors of the company present an annual report containing information for shareholders about the company's performance and strategy. An annual general meeting, or annual shareholder meeting, is primarily held to allow shareholders to vote on both company issues and the selection of the company's board of directors. In large companies, this meeting is typically the only time during the year when shareholders and executives interact.

### **For whom:**

Directors of Legal Services, Heads of Legal Teams, External Legal Practitioners and Lawyers in organizations, Lawyers in Banks, Insurance Companies, Mortgage Institutions, Regulatory Agencies, Company Secretaries, Legal Advisers, Administrative Officers in Government Ministries and Parastatals, Law Enforcement Officials, Administrative Officers in Private organizations and Companies, as well as other interested participants.

### **Learning objectives:**

At the end of this program, participants will be able to:

- prepare and manage the annual general and board meetings effectively;
- develop practical skills in active listening and note-taking;
- develop and practice writing minutes' skills in different styles – formal, informal and action;
- learn how to use reported speech correctly;
- prepare meeting agendas; and
- explain the importance of working closely with the Chair for successful meetings.

### **Course outline:**

#### **Day 1: Key factors in the Regulatory Environment.**

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com); Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Board meetings, workings and processes.
- The Annual General Meetings, working and processes
- Legislation affecting all companies.

### **Day 2: Director Duties and Responsibilities.**

- Being a director.
- Expectations of a director: disclosure, financial, tax and audit.
- Strategy for directors.
- Due diligence and considerations in accepting a directorship.
- Liabilities for breaching the duties imposed on directors.
- Directors' and officers' liability (D&O) insurance.

### **Day 3: The Importance of Preparing for Meetings**

- Taking Notes at the meeting
- The Agenda
- Producing minutes
- Distribution of the minutes
- The conventions of minutes and notes of meetings
- Role and responsibilities of the Minute Taker

### **Day 4: Holding Meetings –**

#### **How to Plan and Run Effective Meetings**

- Factors affecting how best to run meetings
- Basic rules
- Planner checklist
- Managing the Agenda / Time
- Running the meetings
  - The Annual General Meetings
  - Board Meetings

### **Day 5: An Effective Board.**

- The key components of an effective board.
- Understanding key relationships: the board, the auditor, the company secretary,
- Managing shareholders/owners and management relationships

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
& 234-9112830607**

### **Training Methodology**

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com); Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607