



Training Programme on Preparation of Board Papers

Objectives: To equip participants with the knowledge and skills to prepare clear, informative and effective board papers that facilitate informed and responsible decision-making by the board. Accordingly, participants will be able,

- To improve their understanding of the purposes of board papers generally, and also particularly in the context of the organization as a public body.
- To appreciate the extent and depth of duties relating to responsibility and accountability regarding preparation, content, approval processes, etc. of board papers.
- To understand different purposes and structures of board papers.
- To learn how to suitably navigate around quantity and quality of information under time, stress and other professional restrictions, and yet deliver responsibly.
- To appreciate commitment to compliance with necessary legal, regulatory and procedural requirements, along with diligence to acquire necessary data and information, both internally as well as externally, as required for the fulfilment of the organizational as well as professional responsibility.
- To develop strong communication skills: in the context of supporting the purpose, legality and appropriateness of the board paper.

Content:

- Identifying needs of the organization and of the board relating to board papers.
- Using board papers for improved board communication, streamlined decision-making and enhanced board effectiveness.
- Crafting compelling arguments.
- Drafting with appropriate context, information and language, and ensuring clarity and conciseness.
- Mechanisms for gathering and presenting information logically and reliably.
- Identifying relevant legal, regulatory or administrative oversight or lateral authorities and accordingly ensuring comprehensive, sound and effective board papers.
- Developing confidence in presenting to the board, with reduced risk of errors and misinterpretations.
- Identifying needs of the organization and of the board relating to board papers.

Methodology:

- Lectures & Practical Sessions – **(Online)**

- ★ We kindly request you to send us the, Names and Mobile Phone Numbers of the participating officers.
- ★ In-house training programmes can be arranged on your request.

Skills Development Fund

Ministry of Education, Higher Education and Vocational Education
(Vocational Education Sector)

354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.

Tel / Fax: 011-2593982, 011-2507810, 011-2507273, 011-2055603

Date:

12th May
2026

In Online Mode

Duration:

One day
(9.30a.m. to 4.00p.m.)

Course Fee:

5,000/=
(This includes Certificate for each)

Contact:

Ms. Dhanushka Paththinigama

Mobile: 0713 753 873

Tel/ Fax: 0112507810

Email:

dpaththinigama1@gmail.com