

ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP

BUSINESS WRITING

Writing Board Papers

Write clear, concise board papers that support good decision-making.

WHO IT'S FOR

Staff and executives who prepare papers for boards and committees.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a paper around the decision the board must make
- Lead with a clear, justified recommendation
- Present context, options, risks and financial impact concisely
- Write for directors who read at speed and in advance
- Keep papers short, consistent and easy to navigate
- Edit and check papers before they reach the board

ABOUT THIS PROGRAM

Our board paper writing training deals with the papers that waste a meeting: forty pages where the decision is on page thirty, a recommendation the board did not expect, a summary that does not match the detail. Participants learn to plan a paper around the decision, lead with the recommendation, give directors the context, options and risks they need and keep papers short. They draft real paper sections in the session, so confident, decision-ready papers follow.

Tailored to your organisation

We work with your board paper template, delegations and recent papers (with sensitive content removed), so the program fits how your board works.

Talk to us about this program

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Enquire online