The table below summarises the programme structure, content and estimated study time needed.

Element	Format	Preparation time mins	Study time mins
Welcome to the programme and orientation	WEEK 1		
	E-learning module	0	45
6.How to: minute a meeting effectively A step by step walk though of the process and skills, techniques and behaviours involved in producing accurate and compliant minutes.	E-learning module	0	45
7.How to: manage information and documents An overview of requirements and an approach to keeping and filing accurate and up to date records of minutes, board members and other business to comply with law, policy and best practice	E-learning module	0	45
8.How to: support the recruitment, appointment, election and retirement of governors and trustees Every governing board needs to have the right people round the governing board table. This module shows how the governance professional can support the board with this.	E-learning module	0	45
Running your first meeting Applying what you've learnt from modules 5 to 8 and building on learnt in modules 1-4 and workshop 1 you will explore how to organise, attend, support and follow up a full board meeting, which may be your first.	Live online workshop 2	30	120