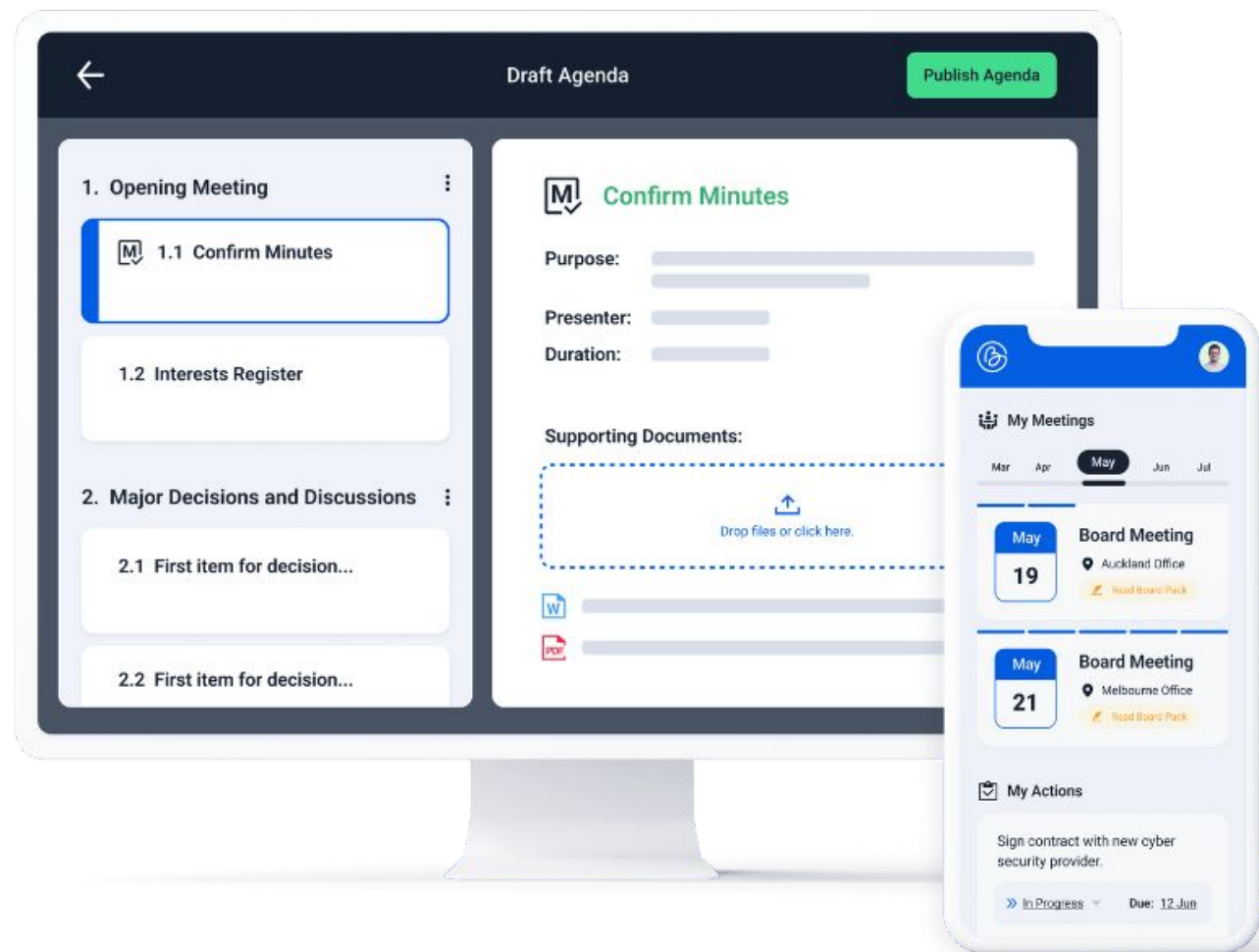




Webinar

Developing Board Reports that Focus the Board





**Making the fundamentals of
governance free and
easy to implement**



Governance Made Easy

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Explore free governance resources for growing your organisation and adopting good governance practises. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type



Topic



Persona



Search





**Slides, webinar video,
and presentation will
be sent to you.
Relax, listen and ask
questions**





**Julie Garland
McLellan**

Managing Director
Directors Dilemma



Steven Bowman

Managing Director
**Conscious
Governance**



David Bartlett

Associate
Resolve Consulting



Webinar

Developing Board Reports that Focus the Board

A woman with curly hair, wearing a white blazer and dark pinstriped trousers, is standing and smiling while presenting to an audience. The audience members' heads are visible in the foreground, out of focus.

Organise your structure

01

What - topic

02

So what – why is it coming to the board?
why should they care?

03

What next – how will it progress?
what should they do?

04

What else? / what could go wrong?

Standard Templates

H

Help to set expectations

E

Ensure key sign-offs

L

Length is controlled

P

Provide the organised structure



WIIFM

What the board gets from
your presentation?

How does it help them:

- Discharge their duty
- Achieve the vision
- Deliver the mission
- Avoid or mitigate risk



The 4 Mat Format

The most persuasive structure

- What is in it for the board?
- What are the facts?
- What is the future / next steps / plan?
- What else / what could go wrong?

→ **Close / Call
to action if
appropriate**



Other structures that may suit

→ Minto's Pyramid Principle - Persuade with logic

- Lead with main idea / solution
- Support with evidence
- Details only if needed

→ Hypothesis, Antithesis, Synthesis – build unity

- Something we all agree
- Why that doesn't hold true
- New understanding that encompasses the old and the new



Other structures that may suit

→ Story Framework – Help them envision doing what you suggest

- A person who had a problem
- A guide who could help
- A plan of action
- Implementation
- The prize

→ Goldilocks model - Explain why you made a decision

- This is too little
- This is too much
- This is just right



Follow up

01

Summarise agreement or decisions for the minutes

02

Agree next steps

03

Identify any deliverables

04

A 'Thank you' never does any harm!



OnDemand MasterClass

How to write better board papers

Elevate Your Influence and Impact

With Julie Garland McLellan



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This BoardPro course provides excellent insights into how to not only write better board papers but also how to manage the board paper process and the people for best outcomes. The presenter, Julie Garland McLellan is a highly knowledgeable and skilful presenter. The course is delivered in an easy to follow way with resources to support the learnings. I would recommend this course to any employee charged with writing board papers or looking for best practice in managing the process of producing board papers.

**Executive Assistant to Business Enablement
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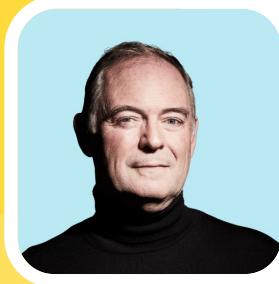
<https://www.boardpro.com/writing-better-board-papers-ondemand>



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Thank you
