JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

# AI for Executive Office and Board Meeting Support Training Course

6 – 10 December 2026
Istanbul

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# AI for Executive Office and Board Meeting Support Training Course

**Ref:** 115_2887 **Date:** 6 – 10 December 2026 **Location:** Istanbul **Fees:** 5500 GBP

AI for Executive Office and Board Meeting Support is a 1-week training course for office managers, executive assistants and administration supervisors who serve senior leaders and boards, in which each participant builds a board cycle AI protocol covering agendas, papers, minutes and resolutions. Board and executive committees now expect faster, sharper papers while confidentiality stakes remain high. Jupiter Prime Training offers AI for Executive Office and Board Meeting Support.

## Why AI for Executive Office and Board Meeting Support Matters Now

Three pressures meet in the executive office. Directors want shorter, clearer board packs and quicker circulation of minutes and decisions. Transcription and summarising tools now sit inside meeting platforms and record by default unless someone decides otherwise. Company secretaries, auditors and legal advisers need minutes that are accurate, approved and securely kept. An executive office that handles this well frees senior assistants for judgement and stakeholder work; one that handles it badly leaks price-sensitive papers or files minutes that misstate a resolution. The course draws on ISO/IEC 42001 Artificial Intelligence Management System and the NIST AI Risk Management Framework AI RMF.

## Who Gains Most from AI for Executive Office and Board Meeting Support

- Assistants who run a chief executive's or chair's diary, inbox and briefings
- Coordinators who assemble board and committee packs
- Minute takers who record discussion, decisions and actions
- Office leads who control access to confidential executive papers
- Supervisors of executive support pools across several directors

Executive offices gain most when the chief executive's assistant, the board coordinator and the minute taker attend together and agree one protocol.

## AI for Executive Office and Board Meeting Support Capabilities

The outcomes follow the board cycle, from forward planner to signed minutes and tracked actions.

- Design a board forward planner and agenda builder supported by AI summaries — the chair and company secretary
- Build cover paper templates that condense long reports into decision-ready briefs — directors
- Apply AI transcription and minute drafting with verification steps — chairs and committee members
- Specify a resolution and action tracker that updates from approved minutes — executives who own actions
-

Assess which executive papers may never enter external AI tools — legal and information security
- Communicate the protocol to directors and executive assistants — the wider executive office

## Key AI for Executive Office and Board Meeting Support Terms

- Board pack — the set of agenda, papers and supporting documents circulated to directors before a board or committee meeting.
- Cover paper — a short front sheet stating the purpose, key points and decision required for a longer board paper.
- Minutes of meeting — the approved formal record of attendance, discussion points, decisions and actions.
- Resolution tracker — a log of board decisions and assigned actions with owners and due status.
- Speaker diarisation — the transcription feature that labels who said what in a recorded meeting.
- Restricted information — material whose disclosure could harm the organisation, such as price-sensitive or personnel papers.

## AI for Executive Office and Board Meeting Support Day by Day

## Day 1: The Executive Office and the Board Cycle

- Board Cycle Mapping — From Forward Planner to Signed Minutes
- Executive Office Task Audit — Where Time Goes Each Week
- AI Features in Meeting and Board Portals — What Records by Default
- Director Expectations Interview — Format and Timing Preferences
- Restricted Information Categories — Price-Sensitive, Personnel and Legal Papers

## Day 2: Board Packs and Executive Briefs

- Agenda Builder With AI Summaries — Prioritising Board Time
- Cover Paper Templates — Decision-Ready Front Sheets
- Long Report Condensing — Keeping Figures and Caveats Intact
- Version Control for Board Papers — Avoiding Superseded Drafts
- Executive Correspondence Drafting — Tone for Chairs and Directors

## Day 3: Minutes, Resolutions and Actions

- AI Transcription and Speaker Diarisation — Accuracy in Boardrooms
- Minute Drafting From Transcripts — Decisions Versus Discussion
- Verification and Approval Steps — Chair Review Before Circulation
- Resolution and Action Tracker — Owners, Status and Reminders
- Recording Consent and Retention — Handling Audio After Approval

## Day 4: Diaries, Travel and Confidentiality Controls

- Executive Diary Optimisation — Protecting Strategic Thinking Time
- Delegation and Board Travel Logistics — Itineraries and Briefing Notes
- Approved Tool List and Data Rules — What Stays Inside the Organisation
- ISO/IEC 42001 and NIST AI RMF Basics — Executive Office Responsibilities
- Access Rights for Board Portals — Least Privilege for AI Features

## Day 5: Practising the Board Cycle AI Protocol

- Cycle Calendar and Roles — Applying Day 1 Mapping
- Pack and Brief Templates — Applying Day 2 Methods
- Minutes and Tracker Workflow — Applying Day 3 Steps
- Confidentiality Rules — Applying Day 4 Controls
- Board Cycle AI Protocol — Sign-Off by the Chair or Company Secretary

## Applying AI for Executive Office and Board Meeting Support After the Course

- Draft cover papers with AI for the next board pack and compare reading time and director feedback with the previous cycle
- Set up a resolution and action tracker from the last three sets of approved minutes and circulate status before the next meeting

## AI for Executive Office and Board Meeting Support Questions FAQ

### What is AI for Executive Office and Board Meeting Support and why does it matter now?

AI for Executive Office and Board Meeting Support is the safe use of AI to prepare board packs, draft minutes, track resolutions and manage executive correspondence. It matters now because meeting tools record and summarise by default.

### Which roles gain most from AI for Executive Office and Board Meeting Support?

Office managers, executive assistants and administration supervisors who serve leaders and boards gain most. You benefit if you assemble board packs, take minutes, manage an executive diary or control access to confidential papers.

### How does AI for Executive Office and Board Meeting Support differ from a general administrative AI course?

AI for Executive Office and Board Meeting Support follows the board cycle rather than general office tasks. A general administrative course covers everyday efficiency; this one covers board packs, cover papers, minutes, resolutions and restricted information.

## What do you bring back from AI for Executive Office and Board Meeting Support?

You bring back a board cycle AI protocol. It sets the calendar, templates, minute workflow, action tracker and confidentiality rules for your executive office.

## AI for Executive Office and Board Meeting Support: The Way Forward

The board cycle AI protocol first informs how the next board pack and its minutes are produced, checked and circulated. Executive assistants, board coordinators and the company secretary use it to agree templates and approval steps. After two cycles, revisit its confidentiality rules and verification steps, because meeting platforms add new recording and summary features frequently.