Advanced Certificate in Board of Directors Secretary

11 – 22 October 2027
Geneva (Switzerland)

UK Traininig
PARTNER



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Introduction

The role of a Board of Directors Secretary is pivotal in ensuring compliance with corporate governance standards and regulatory requirements. This training course is designed to enhance the skills and knowledge of Board Secretaries, equipping them with the necessary tools to fulfill their role effectively and in line with international best practices. It focuses on board meeting management, the creation of board documents, and understanding the legal and regulatory compliance requirements that govern the work of the Board of Directors.

The course also offers valuable insights into the Secretary for the Board of Directors' role, ensuring that participants can confidently manage and support the governance framework while maintaining strong relationships with board members. Whether you're looking to improve your current practices or are new to the role, this course is essential for anyone involved in corporate governance and compliance.

Course Objectives

By the end of this course, participants will be able to:

- Grasp the Board of Directors Secretary's responsibilities in ensuring compliance with governance standards.
- Understand the scope of work, role, and responsibilities of the Board Secretary.
- Learn how to manage board meetings effectively, ensuring smooth proceedings and compliance.
- Gain insights into best practices of good corporate governance and the role of a corporate secretary.
- Understand how to handle board documents management and maintain a record that complies with legal and regulatory requirements.
- Acquire the skills needed to advise board members on their roles, responsibilities, and legal obligations.
- Develop practical knowledge of corporate governance and compliance courses and implement them effectively within their organizations.



Course Outlines

Day 1: The Governance Professional

- Key principles and elements of good corporate governance and the Board Secretary's role in ensuring compliance.
- The essential skills needed by Board Secretaries to manage relationships within a corporate governance framework.
- Understanding the qualifications and responsibilities of a Board Secretary.
- Effective meetings management and minute-taking as key components of the Secretary's role.
- The importance of board documents management and the use of board portals.

Day 2: Board Dynamics

- Understanding styles of behavior that impact board meeting dynamics.
- The skills and techniques a Board Secretary needs to support a productive working climate during meetings.
- How a Board Secretary can assist in managing conflict during board meetings.
- Compliance with legal and regulatory requirements in the context of board decisions.

Day 3: Leading Change and Influencing

- The Board Secretary's role in advising board members on their duties and responsibilities.
- Strategies to influence change within the boardroom.
- Developing policies and strategies for handling conflicts of interest, related-party transactions, and breaches of duty.

Day 4: Board Evaluation and Delegation

- How to organize a board evaluation and deal with issues raised during evaluations.
- The importance of promoting professional development within the board.
- Delegation of authority within an organization: How the Board Secretary helps facilitate this process.

Day 5: Financial Oversight & Analysis

- The Board Secretary's role in assisting the board especially the audit committee in fulfilling their financial oversight responsibilities.
- Understanding financial statements and ratio analysis.
- The role of external auditors in corporate governance and compliance.



Day 6: Risk & Business Continuity Planning

- The role of the Board Secretary in risk management frameworks.
- Understanding the Enterprise Risk Management ERM process.
- Advising the board on business continuity planning in crisis situations.

Day 7: Sustainability

- The Board Secretary's role in sustainability and incorporating environmental and social considerations into the company's strategy.
- Developing sustainable partnerships and integrating sustainability into the corporate strategy.

Day 8: Strategy Development and Evaluation

- Steps in strategic planning and using strategic formulation tools.
- Restructuring for strategic growth: How the board may implement this.
- Monitoring and evaluating strategies to ensure long-term governance success.

Day 9: Emotional Intelligence

- Understanding Emotional Intelligence EQ and its significance in leadership.
- The importance of intrapersonal and interpersonal intelligence in managing board dynamics and relationships.

Day 10: Public Speaking & Presentation Skills for Leaders

- Developing the public speaking skills required for effective board presentations.
- Building rapport with board members and communicating effectively using body language and vocal delivery.

Why Attend this Course: Wins & Losses!

- Gain a deep understanding of the Board Secretary's responsibilities, including legal and regulatory compliance, and become an invaluable asset to your board.
- Learn the best practices in corporate governance, ensuring your organization is compliant and adhering to global standards.
- Master board meeting management techniques and gain proficiency in minute-taking and board documents management.
- Develop the necessary skills to advise board members on their roles, liabilities, and governance obligations.
- Become proficient in strategic planning, risk management, and sustainability practices to help guide your organization forward.



Conclusion

This Board Secretary & Corporate Governance training is designed for individuals who want to enhance their expertise in board governance and compliance. By attending this course, you will gain a comprehensive understanding of the Board Secretary's role, best practices in corporate governance, and how to ensure the board's decisions are made with compliance and strategic insight. Whether you're responsible for managing board meetings, advising board members, or ensuring compliance with corporate law, this course is your gateway to excelling in your role.

Join us and refine your board governance skills, enhance your legal and regulatory compliance, and take your career to new heights with this essential training!

