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# Professional Corporate Governance, Corporate Secretariat & Policy Drafting

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## Introduction

The Professional Corporate Governance, Secretariat & Policy CGSP course is designed to provide participants with a comprehensive and practical understanding of modern corporate governance frameworks, the strategic role of the company secretariat, and the development and implementation of effective corporate policies.

In today's complex regulatory and business environment, organizations are expected to demonstrate strong governance, transparency, accountability, and ethical leadership. This course equips professionals with the knowledge and skills required to support boards of directors, board committees, senior management, and key stakeholders while ensuring compliance with regulatory requirements and international governance best practices.

The program combines governance theory with practical applications, enabling participants to strengthen governance structures, improve board effectiveness, enhance policy frameworks, and support sound decision-making across the organization.

## Course Objectives

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

- Understand international corporate governance principles, frameworks, and best practices.
- Define the roles, responsibilities, and accountability of boards of directors, committees, and company secretaries.
- Strengthen governance frameworks and improve board-level decision-making processes.
- Develop, review, approve, and implement effective corporate policies.
- Support ethical leadership, transparency, and responsible corporate conduct.
- Ensure regulatory compliance and alignment with governance and ethical standards.

## Course Outlines

The course is delivered over five structured training days, each focusing on a core pillar of corporate governance, secretariat functions, and policy management.



## Day 1: Foundations of Corporate Governance

- Principles and importance of corporate governance in modern organizations.
- International corporate governance frameworks, codes, and standards.
- Roles and responsibilities of shareholders, stakeholders, and key governance actors.
- Governance structures, ownership models, and control mechanisms.
- Ethical leadership, accountability, and tone at the top.

## Day 2: Board Structure and Effectiveness

- Composition, roles, and fiduciary duties of the board of directors.
- Board committees, mandates, and governance responsibilities.
- Board charters, terms of reference, and performance evaluation.
- Relationship between the board and executive management.
- Enhancing board effectiveness, oversight, and strategic decision-making.

## Day 3: Strategic Role of the Company Secretariat

- Duties and responsibilities of the company secretary.
- Supporting the board, board committees, and senior management.
- Planning, managing, and documenting board and committee meetings.
- Corporate records management, disclosures, and statutory compliance.
- Communication with regulators, shareholders, and external stakeholders.

## Day 4: Corporate Policies and Governance Controls

- Purpose and importance of corporate policies within governance frameworks.
- Policy development lifecycle: drafting, approval, implementation, and communication.
- Codes of conduct, ethics policies, and governance-related policies.
- Risk management, internal control, and compliance policies.
- Monitoring, reviewing, and updating policies to ensure ongoing effectiveness.

## Day 5: Compliance, Transparency, and Governance Best Practices

- Regulatory compliance obligations and governance reporting requirements.
- Transparency, disclosure, and stakeholder communication practices.
- Managing conflicts of interest and related-party transactions.
- Governance challenges and practical case study discussions.
- Emerging trends and the future of corporate governance and secretariat practices.



## Why Attend This Course? Wins & Losses!

- Gain a structured and practical understanding of corporate governance best practices.
- Strengthen board support, secretariat effectiveness, and governance controls.
- Improve the quality of corporate policies and governance documentation.
- Enhance compliance, transparency, and ethical conduct across the organization.
- Develop skills applicable across private, public, and regulated sectors.

## Conclusion

The Professional Corporate Governance, Secretariat & Policy CGSP course provides a comprehensive and practical framework for strengthening governance effectiveness, board support, and policy management within organizations. Through a structured one-week program, participants gain the knowledge and tools required to support boards and senior management, enhance transparency and accountability, and ensure compliance with regulatory and ethical standards.

**This course is ideal for governance professionals, company secretaries, board support staff, compliance officers, and senior managers seeking to enhance governance quality and contribute to sustainable organizational performance through strong corporate governance practices.**

