

# Certificate in Board of Directors Secretary

UK Training

# PARTNER



# Certificate in Board of Directors Secretary

## Introduction

The role of the Board of Directors Secretary is vital in ensuring regulatory compliance and efficient corporate governance. This training course is specifically designed to provide comprehensive insights into the duties and responsibilities of the Board of Directors Secretary, focusing on best practices in corporate governance, board meeting management, and compliance with corporate law. Whether you're an experienced corporate secretary or a newcomer to the role, this course will equip you with the essential skills and knowledge needed to excel in this key position.

With a focus on international best practices, this course aims to enhance the effectiveness of corporate secretaries by providing practical tools and strategies that can be applied immediately. You will learn how to navigate the complexities of board governance, manage board meetings, and provide sound advice to the Board of Directors, all while maintaining compliance with the highest standards of corporate governance.

## Course Objectives

By the end of this course, participants will:

- **Grasp the Role of the Board Secretary:** Understand the fundamental responsibilities and role of the Board Secretary in ensuring effective corporate governance and regulatory compliance.
- **Master Board Meeting Management:** Gain practical knowledge of organizing and managing board meetings, including the preparation of board agendas, minute-taking, and using board portals.
- **Comprehend International Best Practices:** Familiarize yourself with corporate governance best practices and understand how to apply them in the role of Board Secretary.
- **Learn Board Secretary Skills:** Develop the key skills needed for board secretary duties, such as communication, organization, and leadership, to support the Board of Directors effectively.
- **Understand Financial Oversight:** Learn the role of the Board Secretary in assisting the board audit committee with financial oversight and analysis of financial statements.
- **Strengthen Decision-Making and Compliance:** Learn how to help the board navigate compliance challenges, including the establishment of policies for conflicts of interest, related party transactions, and breaches of duty.

## Course Outlines

### Day 1: The Governance Professional

- Overview of the corporate governance framework and the Board of Directors Secretary's responsibilities.
- Key skills needed for board secretaries to manage relationships within the corporate governance system.
- Board Secretary qualifications, activities, and core duties.
- Effective board meeting management, including minute-taking, action logs, and using board portals.

### Day 2: Board Dynamics

- Analyzing the styles of behavior that influence board dynamics and effective communication.
- Techniques for supporting a productive working environment during board meetings.



- Role of the Board Secretary in managing conflicts and fostering collaboration among board members.

### Day 3: Leading Change and Influencing

- Board Secretary's role in influencing change and supporting board decisions.
- Strategies to guide board members in understanding their responsibilities and liabilities.
- Developing policies to handle conflicts of interest, related party transactions, and breaches of duty.

### Day 4: Board Evaluation and Delegation

- Organizing and conducting board evaluations to improve governance practices.
- Managing issues raised in board evaluations and promoting professional development.
- Understanding the delegation of authority system and the Board Secretary's role in making it effective.

### Day 5: Financial Oversight & Analysis

- Assisting the audit committee and Board of Directors in financial oversight.
- Understanding external auditors' roles and interpreting financial statements.
- Introduction to ratio analysis and its importance in board governance.

### Why Attend this Course: Wins & Losses!

- Gain an in-depth understanding of the Board Secretary's role in ensuring compliance and governance.
- Master the essential board secretary skills, including meeting management, minute-taking, and using board portals.
- Learn how to support the Board of Directors in making informed decisions by providing guidance on corporate governance and compliance.
- Become equipped with the knowledge of international best practices in corporate governance, helping your company stay ahead of the curve.
- Understand the importance of financial oversight and learn how to assist in interpreting financial statements for the board.

### Conclusion

The role of the Board Secretary is pivotal in driving effective corporate governance and ensuring that boards function optimally. Through this course, you will gain the essential skills and knowledge required to fulfill the duties of the Board Secretary, manage board meetings, and ensure compliance with regulatory requirements.

Whether you're aiming for a board secretary certificate or looking to enhance your qualifications, this course offers the tools to elevate your practice and align it with international best practices in corporate governance.



# Blackbird Training Cities

## Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



# Blackbird Training Cities

## USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

## Africa



Baku  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne  
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut



## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation


### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



**BLACKBIRD**  
FOR TRAINING

 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

