Secretariat of the Board of Directors and Committees Advanced Course

UK Traininig

PARTNER

Secretariat of the Board of Directors and Committees Advanced Course

Introduction

In this second part of the board secretary training course we raise the bar in terms of the skills and knowledge required for Board Secretaries to keep up with the latest technologies related to the board of directors as well as the up to date concepts and challenges that are facing , board in general, and the various committees emerging from it; by availing these information, tactics, techniques, and case studies, we try our best to equip the board secretaries with all the necessary tools to survive and thrive in this ever challenging world of changes impacting the environment of the board of directors.

Course Objectives

- Comprehend the duties and responsibilities of the board secretary in ensuring various GRC roles
- Participate effectively in the various board committees as a positive contributor
- Propose and upgrade the integration of new components to the annual report of the board;
- Appreciate the wide variety of the responsibilities of the board secretary in different cultures
- Recognise any cases where the secretary needs to raise the flag against any potential violation or conflict of interest from any related stakeholder
- Contribute in building a healthy relationship between the shareholders and the board of directors
- Understand and strengthen the relationships between the board of directors and all the stakeholders including the internal and external audit functionality

Course Outline

Day 1

Governance, Culture, Ethics, Technology, and Best Practice

- Equality, diversity, inclusion.
- Culture and ethics
- Employee engagement
- The art of asking the right question
- Director independence, competency, and behaviour

Day 2

Compliance, Reputation, and social impact

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

- Compliance with Environmental, Social, and Governance
- Reputation and Branding
- Social impact
- Social Media

Day 3

Crisis Management, Business continuity, and disaster recovery

- Crisis management
- Business continuity
- Climate change
- Long-term boards pros and cons

Day 4

Technology, Fraud, and Risk

- Technology and Boards of Directors
- An introduction to blockchain
- Fraud and the role of board of directors
- Private Versus Public company governance

Day 5

Financial Oversight & Analysis

- Case Studies
- Related topic to be presented by the audience

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

Malaga (Spain)

Sarajevo (Bosnia and Herzegovina)

Cascais (Portugal)

Glasgow (Scotland)

Edinburgh (UK)

Oslo (Norway)

Annecy (France)

Bordeax (France)

Copenhagen (Denmark)

Birmingham (UK)

Lyon (France)

Moscow (Russia)

Stockholm (Sweden)

Podgorica (Montenegro)

Batumi (Georgia)

London (UK)

Istanbul (Turkey)

Amsterdam

Düsseldorf (Germany) (Switzerland)

Paris (France)

Athens(Greece)

Barcelona (Spain)

Munich (Germany)

Geneva

Prague (Czech)

Vienna (Austria)

Rome (Italy)

Brussels

Madrid (Spain)

Berlin (Germany)

Lisbon (Portugal)

Zurich

Manchester (UK)

Milan (Italy)

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

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)

ASIA

Baku (Azerbaijan) (Thailand)

Maldives (Maldives)

Doha (Qatar)

Manila (Philippines)

Bali (Indonesia)

Bangkok

Beijing (China)

Singapore (Singapore)

Sydney

Tokyo (Japan)

Jeddah (KSA)

Riyadh(KSA)

Melbourne (Australia) Korea)

Phuket (Thailand)

Dubai (UAE)

Kuala Lumpur (Malaysia)

Kuwait City (Kuwait)

Seoul (South

Pulau Ujong (Singapore)

Irbid (Jordan)

Jakarta (Indonesia)

Amman (Jordan)

Beirut

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

UK Traininig
PARTNER

Blackbird Training Cities

AFRICA

Kigali (Rwanda)

Cape Town (South Africa)

Accra (Ghana)

Lagos (Nigeria)

Marrakesh (Morocco)

Nairobi (Kenya)

Zanzibar (Tanzania)

Tangier (Morocco)

Cairo (Egypt)

Sharm El-Sheikh (Egypt)

Casablanca (Morocco)

Tunis (Tunisia)

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
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

Artificial Intelligence (AI)
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

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

+44 7401 1773 35
+44 7480 775526

Sales@blackbird-training.com

www.blackbird-training.com

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

UK Trainig
PARTNER