

The Complete Program in Secretaries of Boards of
Directors & Committees

London (UK)

24 - 28 August 2026

UK Training

PARTNER



The Complete Program in Secretaries of Boards of Directors & Committees

Code: CT28 From: 24 - 28 August 2026 City: London (UK) Fees: 5100 Pound

Introduction

This training course is designed to develop the essential skills and knowledge for Board Secretaries, offering insights into their role and responsibilities in line with corporate law, board governance systems, and corporate governance principles. As the board secretary is also the secretary of all board committees, this course focuses on the liaison role that connects the board and its various committees, ensuring they function as a unified entity. The course also provides practical tips and strategies for corporate secretaries to enhance their skills and align their practices with international best practices.

Participants will be introduced to the tools and methods used in preparing the board's annual report, as well as an understanding of the scope of work and responsibilities of the Board Secretary. Additionally, the course will cover how to handle governance challenges faced by companies, and how the secretary can contribute to decision-making by establishing essential requirements that must be researched, analyzed, and benchmarked.

Course Objectives

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

- Understand the role of the board secretary in ensuring regulatory compliance and corporate governance.
- Familiarize themselves with the tools used to create the annual board report.
- Grasp international best practices for the Secretary of the Board of Directors.
- Comprehend the scope of work, role, and responsibilities of the Secretary of the Board of Directors.
- Learn how to address governance challenges faced by organizations.
- Contribute to board decisions by identifying research, analysis, and benchmarking requirements.
- Understand the roles of various board committees and the duties of the Board Secretary within these committees.

Course Outlines

Day 1: Corporate Governance

- Key principles of corporate governance and the board secretary's role.
- Essential skills needed by board secretaries to manage relationships within a corporate governance system.
- Core activities and responsibilities of a board secretary.
- Effective meetings and minute-taking: the role of the secretary in preparing, conducting, and following up on meetings.
- Introduction and utilization of board portals.

Day 2: Board Dynamics



- Behavior styles impacting board meeting dynamics.
- Skills and techniques for board secretaries to support a productive working environment during board meetings.
- How a board secretary helps the chairman manage conflicts.
- Key board committees and their significance in governance.

Day 3: Leading Change and Influencing

- Leading change and influencing transformation within an organization.
- Skills a board secretary needs to influence change.
- Advising board members on their roles, responsibilities, and liabilities.
- Developing policies and strategies for dealing with conflicts of interest and breaches of duty.
- The board secretary's role in managing the various committees.

Day 4: Board Evaluation and Delegation

- Role of the board secretary in organizing and developing board evaluations.
- Strategies for handling issues raised by board evaluations.
- Promoting professional development for board members.
- Understanding the delegation system within an organization and the board's role in delegation.
- The board secretary's role in ensuring the delegation system works effectively.

Day 5: Financial Oversight and Analysis

- The board secretary's role in supporting the board in fulfilling their financial oversight responsibilities.
- The role of external auditors in governance.
- Components of financial statements and the significance of financial analysis.
- Ratio analysis and its importance to boards.
- A deep dive into the responsibilities of the board's committees.

Why Attend This Course: Wins & Losses!

- Enhance Board Secretary Skills: Gain essential skills for board secretaries to ensure effective governance and compliance with best practices.
- Deepen your understanding of the role of board secretary and how they contribute to effective board meetings and decision-making processes.
- Learn to manage relationships within the board and ensure smooth operations across board committees.
- Gain insight into financial oversight and analysis, improving your ability to assist the board in key financial decisions.
- Learn practical tips and tools for efficient board meetings, minute-taking, and the preparation of reports.

Conclusion

Effective corporate governance demands a well-organized and professional approach from the Board Secretary, who plays a multifaceted role in ensuring the board and its committees work as a cohesive unit. This course provides the skills of a board secretary and empowers you to fulfill your responsibilities efficiently, from managing board evaluations to navigating financial oversight. By enhancing your skills and knowledge, you will significantly contribute to the board's success, providing support for decision-making and governance excellence.



Register now to enhance your expertise as a Board Secretary and learn to navigate the complexities of corporate governance, creating value for both the board and the organization!



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



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)

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)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut



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)



Blackbird Training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



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

UK Training

PARTNER

