

The Complete Program in Secretaries of Boards of
Directors & Committees

Berlin (Germany)

3 - 7 November 2025

UK Training

PARTNER



The Complete Program in Secretaries of Boards of Directors & Committees

Code: CT28 From: 3 - 7 November 2025 City: Berlin (Germany) Fees: 4900 Pound

Introduction

This training course is designed to develop the skills and knowledge needed for Board Secretaries and provide insights into their role and responsibilities in compliance with corporate law, Board working system, corporate governance in both the board in general, and the various committees of the board, since the board secretary is also the secretary of the all these committees, hence the liaison role this role plays to make the whole board and its committees one unit. It also aims to develop the basic skills and knowledge necessary for corporate secretaries to play effective and effectively carry out their roles and responsibilities in line with international best practices. On the other hand, the course covers practical tips and skills for corporate secretaries to develop their skills and knowledge and bring their practices closer to international best practices.

Course Objectives

- Grasp the role of the board secretary in ensuring regulatory compliance and governance.
- Get acquainted with the tools used to create the annual report of the board.
- Understand the international best practices for the Secretary of the Board of Directors.
- Understand the scope of work, role, and responsibilities of the Secretary of the Board of Directors.
- Learn how to deal with governance challenges faced by companies.
- Contributing to decisions by establishing a set of requirements that must be researched, analyzed, and benchmarked
- Understand the roles of the various Board committees and the duties and responsibilities of the Board secretary within these committees.

Course Outlines

Day 1: The Governance Professional

- The key principles and elements of a good corporate governance framework and the board secretary's role.
- The skills needed by board secretaries to manage relationships within a corporate governance system.
- The key activities and qualifications of a board secretary.
- Effective Meetings and Minute-taking.
- The part played by the board secretary in preparing for, during, and after a meeting.
- Practical tips, good practices, processes, and procedures for board secretaries.
- Introduction and use of board portals.

Day 2: Board Dynamics

- Styles of behavior that impact the dynamics of a meeting.
- The skills and techniques a board secretary needs to support a productive working climate during a board meeting.

- How a board secretary can help a chairman manage conflict.
- The most important committees of the board.

Day 3: Leading Change and Influencing

- Leading Change and Influencing.
- The board secretary's role in influencing change.
- The skills a board secretary needs to influence change.
- How to influence change.
- Describe the board secretary's role in advising board members on their roles and responsibilities, duties, and liabilities.
- Develop policies and strategies to deal with conflicts of interest, related party transactions, and breaches of duty.
- The role of the board secretary in the committees.

Day 4: Board Evaluation and Delegation

- Describe the board secretary's role in developing and organizing a board evaluation.
- Develop strategies to deal with issues raised by a board evaluation.
- Describe the board secretary's role in promoting professional development.
- Explain the system of delegation of authority within an organisation.
- Describe the different roles of the board and management.
- Analyse the board secretary's role in helping to make the system of delegation work effectively.

Day 5: Financial Oversight & Analysis

- Describe the role of the board secretary in assisting the board in fulfilling their financial oversight responsibilities.
- Explain the role of external auditors.
- Describe the components in a set of financial statements.
- Explain ratio analysis and its importance to boards.
- Deep dive into the board committees.



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