

Advanced Secretarial Management, Governance and
Compliance

Amman (Jordan)

16 - 20 February 2025

UK Traininig

PARTNER



Advanced Secretarial Management, Governance and Compliance

Code: CT28 From: 16 - 20 February 2025 City: Amman (Jordan) Fees: 3900 Pound

Introduction

The corporate secretary role is changing as corporate governance standards and rules become ever more demanding and rigorous. Corporate secretaries have evolved from mere functionaries who handle compliance and administrative tasks to assuming a strategic and deliberative position within the organization. The modern corporate secretary is expected to provide professional guidance to boards, directors, and management on key decisions relating to the organization's corporate governance standards and practices.

Objectives of Corporate Secretarial, Governance, and Compliance

- Gain the emotional intelligence, skills, and experience to implement corporate governance practices and ensure their effectiveness
- Understand the role of Governance Professional & compliance function
- Understand the powers, rights, duties, and obligations of all entities
- Understand the business environment in which the organization operates
- Learn to advise the Board on its roles and responsibilities

Corporate Secretarial, Governance and Compliance Training Outlines

Day 1

Interpersonal and Communication Skills

- Leadership, Networking, Teamwork
- Five tips to improve interpersonal skills
- Communication in Business
- Types of Communication
- Ways to communicate effectively in the workplace

Day 2

Interpersonal and Communication Skills

- Active Listening
- How to be an active listener
- Barriers to Listening
- The 9 principles of Quality Customer Service
- Body Language in Business
- 10 Powerful Body Language Tips

Day 3



Corporate Governance

- How to apply the corporate governance fundamentals in the public sector
- Establishing and maintaining a strategically effective framework
- How to identify business risk with a potential impact on corporate governance
- The role of the board and those with whom they interact
- Management of internal and external relationships

Day 4

Functions and Company Policies

- Introduction and Amendment to Corporate policy structure
- Basics of selection and remuneration
- Analyzing company's CG system
- Disclosure and transparency of policies

Day 5

Fundamentals of Compliance

- Introduction to compliance
- Definition of compliance
- Importance of compliance
- Case study on compliance
- Industrial examples of compliance

Essential Assertiveness Skills for Secretaries

- What is assertiveness?
- How can we be assertive?
- Barriers to Assertiveness
- Activity



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