

# The Complete Program in Secretaries of Boards of Directors & Committees

*Amman (Jordan)*

*14 - 18 December 2025*

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# The Complete Program in Secretaries of Boards of Directors & Committees

Code: CT28 From: 14 - 18 December 2025 City: Amman (Jordan) Fees: 4000 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

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- 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!

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