

Secretariat of the Board of Directors and Committees
Advanced Course

Amman (Jordan)

1 - 5 March 2026

UK Training

PARTNER



Secretariat of the Board of Directors and Committees Advanced Course

Code: CT28 From: 1 - 5 March 2026 City: Amman (Jordan) Fees: 4000 Pound

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

- 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



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