BLACKBIRD FOR TRAINING

# Advanced Certificate in Board of Directors Secretary

*Toronto (Canada)*

*6 - 17 October 2025*

UK Traininig

**PARTNER**

www.blackbird-training.com

# Advanced Certificate in Board of Directors Secretary

Code: CT28 From: 6 - 17 October 2025 City: Toronto (Canada) Fees: 9100 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, and corporate governance. It also aims to develop the basic skills and knowledge necessary for corporate secretaries to play 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.

## 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.
- The structure of a secretariat.

#### 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.
- Drafting minutes and developing an action log in line with best practice.

### Day 2: Board Dynamic

- 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.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

- How a board secretary can help a chairman manage conflict.

## Day 3: 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.

### Board Members

- Describe the board secretary's role in advising board members on their roles and responsibilities.
- Advise the board members on their duties and liabilities.
- Develop policies and strategies to deal with conflicts of interest, related party transactions, and breaches of duty.

## 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 organization.
- 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 audit committee 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.

## Day 6: Risk & Business Continuity Planning

- Describe the nature of risk and the Enterprise Risk Management ERM process.
- Explain the board secretary's role in the risk management framework.
- Explain the role of the internal auditor.
- Advise the board on business continuity planning.

## Day 7: Sustainability

- Examine the board secretary's role in sustainability.
- Explain the business case for incorporating environmental and social considerations into strategy.
- Identify the components of a sustainable partnership.
- Describe how environmental and social considerations can be integrated into the strategy.

## Day 8: Strategy Development and Evaluation

- Explore the steps in a strategic planning process.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

- Identify and compare strategic formulation tools and their advantages and disadvantages.
- Describe different types of restructuring that a board may use for strategic growth.
- Examine the different methods for monitoring and evaluating strategy.

## Day 9: Emotional intelligence

- History: definition, theories, and models.
- Intelligence: cognitive intelligence
    - Intrapersonal and interpersonal intelligence.
- Emotional intelligence defined.
- Emotional Quotient EQ versus Intelligence Quotient IQ.
- IQ and EI predictions.
- Research findings.
- The framework of EI competencies.

## Day 10: Public Speaking & Presentation Skills for Leaders

- Speak publicly in a convincing, confident, and concise style.
- Deliver dynamic and effective presentations.
- Employ a method to create materials that support a compelling speech.
- Build audience rapport through eye contact, vocal delivery, and body language.

### Leadership

- Demonstrate authentic leadership skills, and drive transformation in the workplace.
- Become role models for other potential leaders and help to create a culture that embraces and leverages diversity.
- Step into leadership roles with a limitless, solution-driven mindset and develop the communication and management skills required to lead a team.
- Develop self-awareness and confidence so that participants understand what they are broadcasting and how this can impact the team they are working in.

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

# Blackbird Training Cities

## Europe

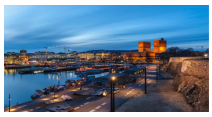
Malaga (Spain)

Sarajevo (Bosnia and Herzegovina)

Cascais (Portugal)

Glasgow (Scotland)

Edinburgh (UK)

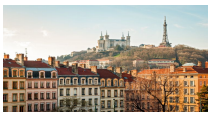

Oslo (Norway)

Annecy (France)

Bordeax (France)

Copenhagen (Denmark)

Birmingham (UK)


Lyon (France)

Moscow (Russia)

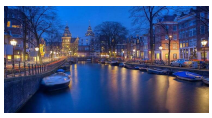
Stockholm (Sweden)

Podgorica (Montenegro)

Batumi (Georgia)

London (UK)

Istanbul (Turkey)


Amsterdam

(Netherlands)

Düsseldorf (Germany)

Paris (France)

Barcelona (Spain)

Munich (Germany)

Geneva (Switzerland)

Prague (Czech)

Vienna (Austria)

Rome (Italy)

Brussels (Belgium)

Madrid (Spain)

Berlin (Germany)

Lisbon (Portugal)

Zurich (Switzerland)

Manchester (UK)

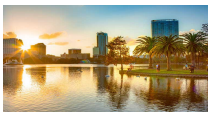
Milan (Italy)

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

# Blackbird Training Cities

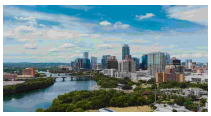
## USA & Canada

Los Angeles (USA)


Orlando, Florida (USA)

Online

Phoenix, Arizona (USA)


Houston, Texas (USA)

Boston, MA (USA)

Washington (USA)

Miami, Florida (USA)

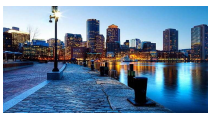
New York City (USA)

Seattle, Washington (USA)

Washington DC (USA)

In House

Jersey,New Jersey (USA)


Toronto (Canada)

## Africa

Baku (Azerbaijan)
(Thailand)

Maldives (Maldives)

Doha (Qatar)

Manila (Philippines)

Bali (Indonesia)

Bangkok

Beijing (China)

Singapore (Singapore)

Sydney (Australia)

Tokyo (Japan)

Jeddah(KSA)

Riyadh(KSA)

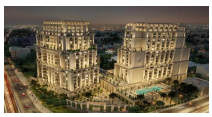
Dubai (UAE)

Kuala Lumpur (Malaysia)

Kuwait City (Kuwait)

Pulau Ujong (Singapore)

Jakarta (Indonesia)


Amman (Jordan)

Beirut (Lebanon)

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

# Blackbird Training Cities

## Asia

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)

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

BLACKBIRD FOR TRAINING

# 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, **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 Administraion **Nigeria**

National Industries Group (Holding), **Kuwait**

Hamad Medical Corporation, **Qatar**

USAID **Pakistan**

STC Solutions, **KSA**

North Oil company,

EKO Electricity

Oman Broadband

UN.

Authority for

UK Trainingi **PARTNER**

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

# Blackbird Training Categories

## Management & Admin

- 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

- 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