BLACKBIRD FOR TRAINING

Advanced Secretarial Management, Governance and Compliance

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Amman (Jordan)

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PARTNER



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Advanced Secretarial Management, Governance and Compliance

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Introduction

The role of the corporate secretary is evolving rapidly as corporate governance and compliance standards become increasingly stringent and complex. In today's business landscape, corporate secretaries have transformed from being administrative and compliance functionaries to becoming strategic advisors who play a crucial role in governance and decision-making at the highest levels of an organization. This course is designed to equip professionals with the necessary skills, knowledge, and emotional intelligence to understand and implement effective corporate governance practices and compliance standards. Participants will also gain insight into the role of governance professionals and how they can ensure the effectiveness of governance practices in their organizations.

By the end of this course, participants will have a thorough understanding of the role of the company secretary in corporate governance, the dynamics of governance and compliance, and how to offer strategic advice to the board on critical organizational decisions.

Course Objectives

- Develop Emotional Intelligence: Enhance your emotional intelligence to better navigate complex corporate governance and compliance issues.
- Understand Governance and Compliance: Gain a deep understanding of governance and compliance requirements and the role of governance professionals in maintaining effective governance frameworks.
- Know the Powers and Responsibilities: Learn about the powers, rights, duties, and obligations of different entities within a corporate structure.
- Understand the Business Environment: Familiarize yourself with the business environment in which your organization operates, including compliance and risk considerations.
- Advise the Board Effectively: Learn how to advise the board of directors on their roles and responsibilities related to governance, compliance, and risk management.



Course Outlines

Day 1: Interpersonal and Communication Skills

- Leadership, Networking, and Teamwork: Explore key leadership qualities and techniques for effective networking and teamwork within corporate governance.
- Five Tips to Improve Interpersonal Skills: Learn essential tips for enhancing your interpersonal skills to communicate and collaborate more effectively in the workplace.
- Communication in Business: Understand the different types of communication verbal, non-verbal, and written and how to use them effectively in the corporate environment.
- Ways to Communicate Effectively in the Workplace: Master the art of communicating in a corporate setting, including presenting ideas clearly and fostering collaboration across departments.

Day 2: Active Listening and Body Language

- Active Listening: Discover how to improve listening skills to ensure better communication and understanding in corporate governance settings.
- How to Be an Active Listener: Learn techniques for becoming an effective listener and overcoming common barriers to active listening.
- The 9 Principles of Quality Customer Service: Explore principles that ensure excellent service within governance and compliance contexts.
- Body Language in Business: Learn how to read and use body language effectively in meetings and when interacting with stakeholders.
- 10 Powerful Body Language Tips: Discover practical body language tips to enhance your professional image and communication.

Day 3: Corporate Governance

- Corporate Governance Fundamentals: Understand how to apply corporate governance fundamentals in both the public and private sectors.
- Establishing a Strategically Effective Framework: Learn how to establish and maintain a governance framework that aligns with your organization’s strategic goals.
- Identifying Business Risks Impacting Governance: Understand how to identify and assess risks that may impact governance structures and corporate performance.
- The Role of the Board: Dive into the functions of the board and their interactions with management and other stakeholders.
- Managing Internal and External Relationships: Explore how to manage relationships within the organization and with external partners to maintain governance effectiveness.



Day 4: Functions and Company Policies

- Introduction and Amendment to Corporate Policy Structure: Learn the basics of corporate policy creation, review, and modification in compliance with governance practices.
- Selection and Remuneration Basics: Understand how to manage the selection process and remuneration strategies for governance professionals.
- Analyzing the Company's Corporate Governance System: Study the key elements of a corporate governance system and how to assess its effectiveness.
- Disclosure and Transparency of Policies: Gain insights into the importance of transparency in policies, disclosure requirements, and maintaining accountability in corporate governance.

Day 5: Fundamentals of Compliance

- Introduction to Compliance: Understand the fundamentals of compliance within the context of corporate governance and the role of governance professionals.
- Definition and Importance of Compliance: Learn what compliance entails and why it is critical for maintaining organizational integrity.
- Case Study on Compliance: Analyze real-world case studies to see how compliance has been managed successfully or unsuccessfully in various organizations.
- Industrial Examples of Compliance: Explore examples from different industries to understand how compliance is applied in various business contexts.

Why Attend This Course: Wins & Losses!

- Master Corporate Governance and Compliance: This course provides in-depth training on corporate governance and compliance, equipping you with the knowledge to effectively manage governance structures and ensure regulatory compliance.
- Enhance Your Role as a Governance Professional: Whether you're in the role of a governance secretary or seeking to advance in corporate governance, this course will help you gain the necessary skills to take on a strategic advisory role.
- Professional Secretary Skills: This course provides essential skills for secretaries and administrative professionals, from communication and leadership to strategic governance advice.
- Training for Corporate Compliance: Learn from industry experts and gain valuable insights into corporate compliance training courses and how to implement compliance effectively within your organization.
- Advise the Board Effectively: Develop the ability to guide and advise your board of directors on governance and compliance matters with confidence.
- Achieve Compliance Certification: This course will prepare you for compliance and governance training programs and certification, helping to enhance your professional credibility and career opportunities.



Conclusion

In today's increasingly regulated business environment, the role of the corporate secretary is crucial to the success of any organization. By attending this course, you will gain a comprehensive understanding of corporate governance, compliance, and the vital role of the company secretary in corporate governance. From governance and compliance frameworks to interpersonal communication skills, this course provides everything you need to succeed in a senior governance or compliance role. Whether you are looking to enhance your secretarial management skills or advance in your corporate governance training, this course will set you on the path to becoming an expert in managing governance and compliance at the highest levels.

Ready to take the next step in your career and ensure effective governance practices? Join us for this essential course on corporate governance and compliance.

