

Professional Corporate Governance, Corporate  
Secretariat & Policy Drafting

*Vienna (Austria)*

*29 March - 2 April 2027*

UK Training

**PARTNER**



## Professional Corporate Governance, Corporate Secretariat & Policy Drafting

Code: CT32 From: 29 March - 2 April 2027 City: Vienna (Austria) Fees: 5900 Pound

### Introduction

The Professional Corporate Governance, Secretariat & Policy CGSP course is designed to provide participants with a comprehensive and practical understanding of modern corporate governance frameworks, the strategic role of the company secretariat, and the development and implementation of effective corporate policies.

In today's complex regulatory and business environment, organizations are expected to demonstrate strong governance, transparency, accountability, and ethical leadership. This course equips professionals with the knowledge and skills required to support boards of directors, board committees, senior management, and key stakeholders while ensuring compliance with regulatory requirements and international governance best practices.

The program combines governance theory with practical applications, enabling participants to strengthen governance structures, improve board effectiveness, enhance policy frameworks, and support sound decision-making across the organization.

### Course Objectives

By the end of this course, participants will be able to:

- Understand international corporate governance principles, frameworks, and best practices.
- Define the roles, responsibilities, and accountability of boards of directors, committees, and company secretaries.
- Strengthen governance frameworks and improve board-level decision-making processes.
- Develop, review, approve, and implement effective corporate policies.
- Support ethical leadership, transparency, and responsible corporate conduct.
- Ensure regulatory compliance and alignment with governance and ethical standards.

### Course Outlines

The course is delivered over five structured training days, each focusing on a core pillar of corporate governance, secretariat functions, and policy management.

#### Day 1: Foundations of Corporate Governance

- Principles and importance of corporate governance in modern organizations.
- International corporate governance frameworks, codes, and standards.
- Roles and responsibilities of shareholders, stakeholders, and key governance actors.
- Governance structures, ownership models, and control mechanisms.
- Ethical leadership, accountability, and tone at the top.

#### Day 2: Board Structure and Effectiveness



- Composition, roles, and fiduciary duties of the board of directors.
- Board committees, mandates, and governance responsibilities.
- Board charters, terms of reference, and performance evaluation.
- Relationship between the board and executive management.
- Enhancing board effectiveness, oversight, and strategic decision-making.

### Day 3: Strategic Role of the Company Secretariat

- Duties and responsibilities of the company secretary.
- Supporting the board, board committees, and senior management.
- Planning, managing, and documenting board and committee meetings.
- Corporate records management, disclosures, and statutory compliance.
- Communication with regulators, shareholders, and external stakeholders.

### Day 4: Corporate Policies and Governance Controls

- Purpose and importance of corporate policies within governance frameworks.
- Policy development lifecycle: drafting, approval, implementation, and communication.
- Codes of conduct, ethics policies, and governance-related policies.
- Risk management, internal control, and compliance policies.
- Monitoring, reviewing, and updating policies to ensure ongoing effectiveness.

### Day 5: Compliance, Transparency, and Governance Best Practices

- Regulatory compliance obligations and governance reporting requirements.
- Transparency, disclosure, and stakeholder communication practices.
- Managing conflicts of interest and related-party transactions.
- Governance challenges and practical case study discussions.
- Emerging trends and the future of corporate governance and secretariat practices.

### Why Attend This Course? Wins & Losses!

- Gain a structured and practical understanding of corporate governance best practices.
- Strengthen board support, secretariat effectiveness, and governance controls.
- Improve the quality of corporate policies and governance documentation.
- Enhance compliance, transparency, and ethical conduct across the organization.
- Develop skills applicable across private, public, and regulated sectors.

### Conclusion

The Professional Corporate Governance, Secretariat & Policy CGSP course provides a comprehensive and practical framework for strengthening governance effectiveness, board support, and policy management within organizations. Through a structured five-day program, participants gain the knowledge and tools required to support boards and senior management, enhance transparency and accountability, and ensure compliance with regulatory and ethical standards.

This course is ideal for governance professionals, company secretaries, board support staff, compliance officers,

**PARTNER**





and senior managers seeking to enhance governance quality and contribute to sustainable organizational performance through strong corporate governance practices.

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)





## 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  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



هيئة تنظيم الكهرباء - عمان  
AUTHORITY FOR ELECTRICITY REGULATION, OMAN  
Authority for

UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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

Artificial Intelligence (AI)  
Sustainability, ESG & Corporate Responsibility  
Advanced 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

