

Professional Corporate Governance, Corporate
Secretariat & Policy Drafting

Pulau Ujong (Singapore)

16 - 20 November 2026

UK Training

PARTNER



Professional Corporate Governance, Corporate Secretariat & Policy Drafting

Code: CT32 From: 16 - 20 November 2026 City: Pulau Ujong (Singapore) 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
Website: 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

