

Board Secretary Training: Mastering Corporate Governance

Manama (Bahrain)

13 - 17 December 2026

UK Training

PARTNER



Board Secretary Training: Mastering Corporate Governance

Code: SA32 From: 13 - 17 December 2026 City: Manama (Bahrain) Fees: 4200 Pound

Introduction

The role of the Board Secretary has evolved into a critical governance function that directly supports the effectiveness, transparency, and accountability of Boards of Directors. As regulatory expectations increase and governance frameworks become more sophisticated, organizations require skilled board secretaries who can manage board processes, ensure compliance, and provide structured support to board and senior management decision-making.

This comprehensive five-day certificate course is designed to equip participants with the essential knowledge and practical skills required to perform the role of a Board Secretary at a professional level. The program covers corporate governance principles, board and committee operations, regulatory compliance, meeting management, documentation, and strategic communication.

Through practical examples, structured methodologies, and best-practice frameworks, participants will gain the confidence and capability to support Boards of Directors effectively while strengthening governance standards across their organizations.

Course Objectives

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

- Understand the role, responsibilities, and professional standards of a Board Secretary within corporate governance frameworks.
- Plan, organize, and manage board and annual general meetings effectively.
- Prepare agendas, board papers, and follow-up action plans.
- Apply professional techniques for minute-taking, record-keeping, and documentation management.
- Navigate regulatory requirements and ensure ongoing corporate compliance.
- Manage board communications and information flow securely and efficiently.
- Provide structured strategic and administrative support to boards and senior management.

Course Outlines

Day 1: Introduction to Board Secretarial Practice

- The evolving role of the Board Secretary in modern governance.
- Corporate governance principles and governance frameworks.
- Legal and regulatory environments affecting boards.
- Roles, responsibilities, and accountability of board members.
- Ethical governance, integrity, and conflicts of interest.

Day 2: Board Meeting Planning and Management

A graphic featuring the text 'UK Training PARTNER' in a bold, black, sans-serif font. The text is positioned above a stylized chessboard with several chess pieces (a king, a queen, and a pawn) in the foreground. The background consists of concentric circles radiating from the center, creating a sense of depth and focus.

- Planning and scheduling board and committee meetings.
- Preparing agendas and high-quality board papers.
- Managing meeting procedures and decision-making processes.
- Professional minute-taking techniques and standards.
- Managing board dynamics and supporting effective deliberation.

Day 3: Corporate Compliance and Reporting

- Statutory registers and corporate records management.
- Annual reports and governance disclosures.
- Regulatory filings and compliance reporting obligations.
- Data protection, confidentiality, and information security.
- Coordinating compliance with regulators and stakeholders.

Day 4: Shareholder Relations and AGM Management

- Shareholder communication and engagement practices.
- Planning and executing annual general meetings.
- Proxy management and voting procedures.
- Handling shareholder inquiries, complaints, and disputes.
- Transparency and accountability in shareholder relations.

Day 5: Strategic Support and Board Development

- Board performance evaluation and effectiveness reviews.
- Director induction and ongoing board development programs.
- Succession planning for board members and senior executives.
- Supporting long-term governance improvement initiatives.
- Emerging trends and future challenges in corporate governance.

Why Attend This Course: Wins & Losses!

- Ability to manage board meetings confidently and professionally.
- Stronger skills in compliance, documentation, and governance support.
- Enhanced capability to advise and support boards and senior management.
- Improved understanding of governance risks and regulatory expectations.
- Practical tools and templates applicable immediately in the workplace.
- Professional networking with peers and governance practitioners.

Conclusion

This Board Secretary Certificate Course delivers a structured and practical learning journey for professionals responsible for board administration and governance support. By combining governance principles, regulatory knowledge, and hands-on practice, the program prepares participants to operate confidently and competently within board environments.

Upon completion, participants will be equipped to strengthen board effectiveness, enhance corporate governance standards, and provide high-quality strategic and administrative support to Boards of Directors and senior leadership, contributing to sustainable organizational performance and long-term success.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground on the right, with a silver pawn and a gold pawn behind it. In the background, there are concentric circles and the text 'UK Training PARTNER' in a bold, sans-serif font.

UK Training
PARTNER

Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFS 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
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK Gulf Bank Kuwait	 General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 National Industries Group (Holding) Kuwait	 Hamad Medical Corporation Qatar	 USAID Pakistan	 STC STC Solutions, KSA
 North Oil Company North Oil company,	 EKO EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 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