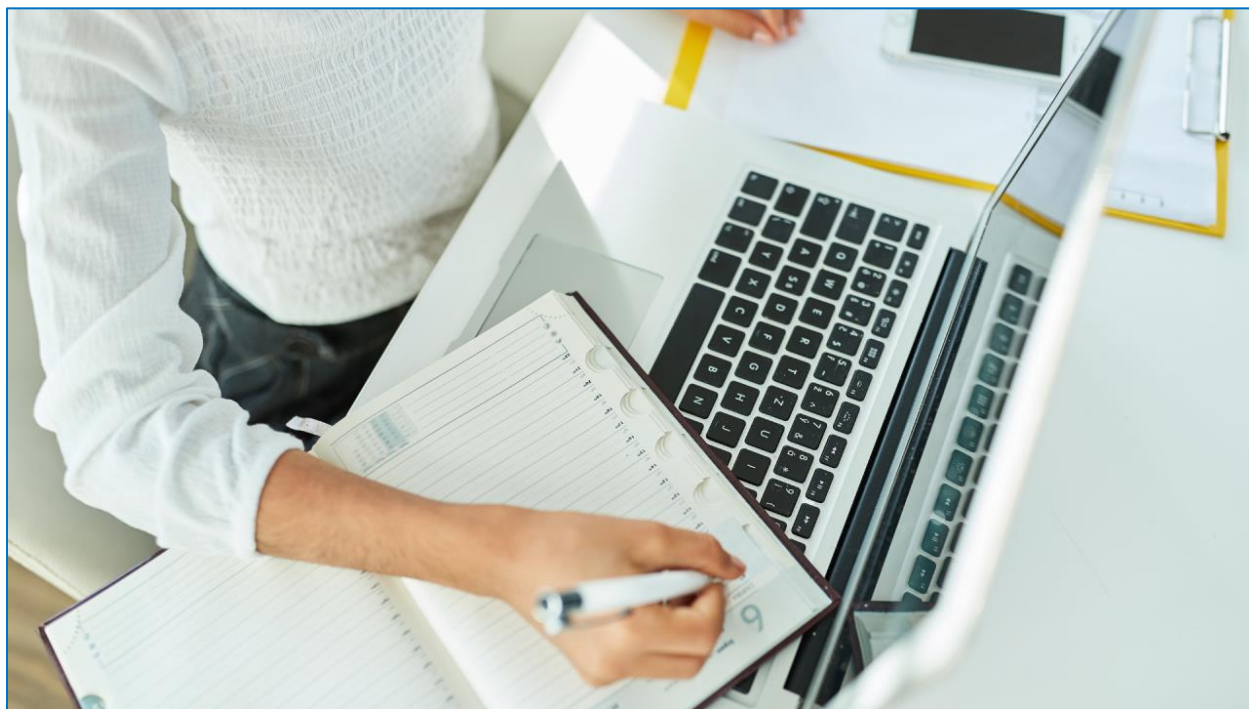




SS210: Certified Board Secretary Training

Training Description:

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 effective and effectively carry out their roles and responsibilities in line with international best practices.

On the other hand, the training course covers practical tips and skills for corporate secretaries to develop their skills and knowledge and bring their practices closer to international best practices.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ 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

Training Designed for:

This course is intended for the existing and potential Corporate Secretaries for all types of companies, listed and non-listed, public, and private sector as well as family owned and not for profit organizations.

It is an essential primer for newly appointed and a perfect refresher for Secretaries seeking to deepen their involvement and value which will equip you with the essential knowledge and skill-set to fulfill your role successfully.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

❖ 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 TWO:

- ❖ **Board Dynamic**
 - Styles of behaviour 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
 - How a board secretary can help a chairman manage conflict

DAY THREE:

- ❖ **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 on and strategies to deal with conflicts of interest, related party transactions, and breaches of duty

DAY FOUR:

- ❖ **Board Evaluation and Delegation**
 - Describe the board secretary's role in developing and organising 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 organisation
 - 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 FIVE:

- ❖ **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
- ❖ **Course Conclusion**
- ❖ **POST-ASSESSMENT and EVALUATION**

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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