Corporate Secretary Training Course

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The role of a Corporate Secretary is vital in ensuring effective corporate governance, regulatory compliance, and strategic business management. Corporate Secretary Training Course is designed to equip professionals with advanced skills in board administration, legal documentation, corporate reporting, shareholder management, and governance best practices. Through a combination of real-world case studies, interactive discussions, and practical assignments, participants will gain the expertise required to operate confidently in fast-paced corporate environments.

With a focus on corporate governance, compliance management, and strategic decision-making, this training aligns with the latest global trends in business leadership and organizational management. Participants will acquire in-demand skills for maintaining transparent governance structures, mitigating legal risks, and enhancing boardroom efficiency. By the end of the course, attendees will be empowered to deliver exceptional support to boards, executives, and shareholders while driving organizational excellence.

Programme Curriculum

Corporate Secretary Training Course

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Objectives

1. Master corporate governance frameworks and regulatory compliance requirements.
2. Implement best practices in board meeting preparation and administration.
3. Draft accurate and legally compliant corporate records and resolutions.
4. Enhance communication and coordination between board members and stakeholders.
5. Manage shareholder relations and annual general meetings effectively.
6. Identify and mitigate legal and operational risks.
7. Apply effective document management and archiving systems.
8. Interpret and implement corporate laws and statutory requirements.
9. Strengthen ethical leadership and accountability in governance.
10. Optimize board reporting and decision-making processes.
11. Facilitate corporate restructuring and business continuity planning.
12. Utilize digital tools for governance efficiency.
13. Integrate corporate governance with sustainability and ESG principles.

Target Audience

1. Corporate Secretaries
2. Company Directors
3. Board Members
4. Compliance Officers
5. Legal Advisors
6. Senior Executives
7. Governance Consultants
8. Administrative Professionals in Governance

Course Duration: 5 days

Course Modules

Module 1: Corporate Governance and Compliance

- Understanding governance frameworks and corporate laws
- International best practices in governance
- Statutory and regulatory obligations
- Ethical responsibilities of a Corporate Secretary
- Compliance monitoring systems
- **Case Study:** Global governance compliance failure and lessons learned

Module 2: Board Administration and Meeting Management

- Planning and scheduling board meetings
- Preparing agendas and minutes accurately
- Managing board resolutions and decisions
- Coordinating with directors and executives
- Ensuring confidentiality in boardroom discussions
- **Case Study:** Effective board meeting transformation in a multinational company

Module 3: Legal Documentation and Record-Keeping

- Drafting corporate resolutions and contracts
- Maintaining statutory registers and company books

- Archiving and retrieval of corporate records
- Legal implications of poor record management
- Digital document management solutions
- **Case Study:** Record-keeping lapses leading to regulatory penalties

Module 4: Shareholder Relations and AGM Management

- Planning and executing annual general meetings
- Managing shareholder queries and complaints
- Preparing shareholder communications
- Ensuring compliance with shareholder rights laws
- Reporting to shareholders transparently
- **Case Study:** Successful shareholder engagement strategy in a listed company

Module 5: Risk Management for Corporate Secretaries

- Identifying corporate risks
- Implementing governance risk frameworks
- Legal risk mitigation strategies
- Risk reporting and escalation protocols
- Crisis management planning
- **Case Study:** Risk management lessons from a corporate scandal

Module 6: Corporate Law and Statutory Requirements

- Overview of company law principles
- Directors' duties and liabilities
- Statutory filings and deadlines
- Implications of non-compliance
- Navigating mergers and acquisitions legally
- **Case Study:** Corporate law breaches and their impact on governance

Module 7: Technology in Corporate Governance

- Governance software solutions
- Digital board portals
- Cybersecurity for corporate records
- Leveraging AI for compliance tracking
- Virtual meeting best practices
- **Case Study:** Digital transformation in a corporate secretariat

Module 8: ESG and Sustainability in Governance

- Understanding ESG principles
- Integrating sustainability into governance
- ESG reporting and disclosure
- Stakeholder engagement for sustainability
- Ethical decision-making in governance
- **Case Study:** ESG integration success in a publicly listed firm

Training Methodology

- Interactive lectures and expert presentations
- Real-life case study analysis
- Group discussions and peer learning
- Practical document drafting workshops

- Role-play and scenario simulations

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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