Training Course on Corporate Secretarial Practices for Board Excellence

Professional Development Training Course Outline

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

Course Introduction

In today's complex and rapidly evolving business landscape, robust **corporate governance** is not merely a regulatory requirement but a strategic imperative for **sustainable organizational growth** and **stakeholder trust**. The corporate secretary plays a pivotal role as the **governance guardian** and **board advisor**, ensuring **compliance**, facilitating **effective board dynamics**, and driving **ethical leadership**. Training Course on Corporate Secretarial Practices for Board Excellence is meticulously designed to equip professionals with the **advanced knowledge, practical skills, and strategic insights** necessary to excel in this critical function, transforming them into indispensable assets for **high-performing boards** and contributing directly to **corporate resilience** and **long-term value creation**.

This immersive program delves into the **contemporary challenges and best practices** in corporate secretarial duties, covering everything from **regulatory compliance** and **board meeting management** to **ESG integration** and **digital governance**. Participants will gain a deep understanding of how to navigate intricate **legal frameworks**, foster **transparent communication**, and implement **cutting-edge governance structures** that enhance **board oversight** and drive **strategic decision-making**. Through **interactive methodologies, real-world case studies, and expert-led discussions**, this course empowers corporate secretaries to move beyond administrative tasks, becoming proactive **strategic partners** who champion **accountability, integrity, and operational excellence** within their organizations.

Programme Curriculum

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Course Duration

5 days

Course Objectives

Upon completion of this intensive training, participants will be able to:

1. Comprehend and apply global corporate governance principles and regulatory compliance across diverse jurisdictions.
2. Facilitate efficient board operations, including agenda setting, minute taking, and board paper management.
3. Navigate complex statutory compliance requirements and ensure legal entity management best practices.
4. Improve communication channels and foster synergistic relationships between the board and executive management.
5. Champion ethical decision-making and corporate social responsibility (CSR) initiatives.
6. Identify, assess, and develop strategies for governance risk management and internal controls.
7. Leverage board portals, virtual meeting platforms, and automation for enhanced efficiency.
8. Advise on the incorporation of Environmental, Social, and Governance (ESG) considerations into board strategy and reporting.
9. Design and implement effective board and director performance evaluations and succession planning.
10. Effectively handle shareholder engagement, investor relations, and Annual General Meetings (AGMs).
11. Understand and influence boardroom behavior to foster a constructive and collaborative culture.
12. Transition from an administrative role to a strategic advisor on governance matters.
13. Anticipate and adapt to trending governance challenges and best practices in corporate secretarial services.

Organizational Benefits

- Minimized exposure to legal penalties and reputational damage through rigorous adherence to regulatory standards and proactive risk mitigation.
- More effective and efficient board meetings, leading to sharper strategic oversight and informed decision-making.
- Fostering a robust ethical framework and a culture of accountability and transparency throughout the organization.
- Demonstrating a commitment to sound governance practices, attracting and retaining responsible investors.
- Streamlined administrative processes and the adoption of digital governance tools for greater operational efficiency.
- Building a stronger foundation for long-term sustainability and adaptability in a dynamic business environment.
- Positioning the organization as a leader in good corporate citizenship and responsible business practices.

Target Audience

1. Company Secretaries and Assistant Company Secretaries
2. Legal and Compliance Professionals
3. Board Members (Executive and Non-Executive)
4. Governance Professionals
5. Senior Management
6. Aspiring Corporate Secretaries
7. Corporate Lawyers
8. Internal Auditors and Risk Managers

Course Outline

Module 1: Foundations of Modern Corporate Governance

- Evolution and Importance of Corporate Governance: From compliance to strategic imperative.
- Key Principles of Good Governance: Transparency, accountability, fairness, and responsibility.
- Legal and Regulatory Frameworks: Understanding company law, listing rules, and industry-specific regulations.
- Role and Responsibilities of the Corporate Secretary: Shifting from administrator to strategic advisor.
- **Case Study:** Analyzing governance failures (e.g., Enron, Volkswagen emissions scandal) and the role of the company secretary in preventing such crises.

Module 2: Board Structure, Composition, and Dynamics

- Optimal Board Structure and Committees
- Board Diversity and Inclusion: Benefits and best practices for a high-performing board.
- Director Duties and Responsibilities
- Effective Boardroom Dynamics: Fostering constructive discussions, managing conflict, and building consensus.
- **Case Study:** Examining how a well-structured and diverse board contributed to the successful turnaround of a struggling multinational corporation.

Module 3: Strategic Board Meeting Management

- Pre-Meeting Preparation.
- Conducting Effective Meetings: Facilitation techniques, time management, and encouraging participation.
- Accurate Minute Taking and Action Tracking
- Post-Meeting Follow-up: Implementing resolutions and monitoring action item completion.
- **Case Study:** A scenario-based exercise on managing a highly contentious board meeting with conflicting viewpoints, emphasizing the corporate secretary's role in maintaining order and capturing key decisions.

Module 4: Regulatory Compliance and Statutory Obligations

- Company Registrations and Filings.
- Maintenance of Statutory Registers and Records: Shareholders, directors, charges, etc.
- Corporate Governance Codes and Guidelines.
- Data Protection and Privacy Regulations (e.g., GDPR): Compliance for corporate secretarial functions.
- **Case Study:** Analyzing the legal implications of a company failing to comply with specific regulatory filings and the corporate secretary's role in remediation.

Module 5: Digital Governance and Technology Integration

- Introduction to Board Portals: Features, benefits, and implementation strategies.
- Virtual and Hybrid Meeting Platforms: Best practices for remote board engagement.
- Automation in Corporate Secretarial Practices: Streamlining routine tasks and enhancing efficiency.
- Cybersecurity and Data Security for Board Information: Protecting sensitive governance data.
- **Case Study:** Evaluating the successful migration of a company's governance processes to a fully digital platform, highlighting challenges and benefits.

Module 6: ESG and Sustainable Governance

- Understanding ESG Factors: Environmental, Social, and Governance considerations in corporate strategy.
- Board's Role in ESG Oversight: Integrating sustainability into decision-making.
- ESG Reporting and Disclosure: Frameworks and best practices (e.g., SASB, TCFD).
- Stakeholder Capitalism and Long-Term Value Creation: Balancing shareholder and stakeholder interests.
- **Case Study:** A company's journey in integrating ESG metrics into its core business strategy and the corporate secretary's role in facilitating this transformation.

Module 7: Board Performance Evaluation and Development

- Principles of Board and Director Performance Evaluation: Objectives, methodologies, and tools.
- Designing and Implementing Effective Evaluation Processes: Self-assessment, peer review, and independent facilitation.
- Action Planning for Board Improvement: Addressing identified gaps and fostering continuous development.
- Director Onboarding and Continuing Professional Development: Ensuring directors remain current and effective.
- **Case Study:** A detailed analysis of a company's board evaluation report and the subsequent actions taken to enhance board effectiveness.

Module 8: Shareholder Relations and Communication

- Effective Shareholder Engagement Strategies: Building trust and transparency.
- Managing Annual General Meetings (AGMs): Preparation, conduct, and resolution management.
- Investor Relations and Disclosure Requirements: Communicating effectively with the investment community.
- Handling Shareholder Activism and Disputes: Proactive strategies and crisis management.
- **Case Study:** Navigating a challenging AGM with an activist shareholder, emphasizing the corporate secretary's role in maintaining order and ensuring fair process.

Training Methodology

This training course employs a highly interactive and practical methodology designed to foster deep understanding and immediate applicability. It combines:

- **Expert-Led Presentations:** Engaging lectures by seasoned governance professionals and corporate secretaries.
- **Interactive Discussions:** Fostering peer-to-peer learning and knowledge sharing.
- **Real-World Case Studies:** In-depth analysis of actual corporate governance scenarios and challenges.
- **Group Exercises and Role-Playing:** Simulating boardroom situations to develop practical skills.
- **Practical Tools and Templates:** Providing ready-to-use resources for immediate application.
- **Q&A Sessions:** Addressing specific queries and challenges faced by participants.
- **Blended Learning Approach:** Combining theoretical knowledge with practical application through various mediums.

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

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