Training course on Management of Board Committees

Professional Development Training Course Outline

Category	Leadership and Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on Management of Board Committees

Training Course on Management of Board Committees is designed to equip board members and organizational leaders with the skills and knowledge necessary to effectively manage and operate board committees. As essential components of governance, board committees play a critical role in overseeing specific areas such as finance, audit, governance, and strategy. Understanding how to structure, manage, and evaluate these committees is vital for enhancing organizational effectiveness and accountability.

This course emphasizes best practices in committee management, including roles and responsibilities, effective communication, and performance evaluation. Through interactive workshops, case studies, and practical exercises, participants will learn to optimize committee functions, foster collaboration, and ensure alignment with organizational goals. By the end of the program, participants will be able to lead and manage board committees confidently and effectively.

Course Objectives

1. Understand the roles and functions of board committees in governance.
2. Analyze the structure and composition of effective committees.
3. Develop strategies for managing committee meetings and discussions.
4. Explore best practices for communication and collaboration within committees.
5. Assess the performance and effectiveness of board committees.
6. Identify challenges and risks associated with committee management.
7. Foster a culture of accountability and transparency in committee operations.
8. Utilize tools and techniques for effective decision-making in committees.
9. Create actionable plans for improving committee management practices.
10. Engage stakeholders effectively in committee processes.
11. Understand the legal and ethical responsibilities of committee members.

12. Evaluate the impact of committee decisions on organizational goals.
13. Cultivate leadership skills for effective committee chairmanship.

Target Audience

1. Board members and directors
2. Committee chairs and members
3. Organizational leaders and executives
4. Governance professionals
5. Compliance officers
6. Stakeholders involved in organizational governance
7. Students of business and governance studies
8. Consultants and advisors in organizational management

Course Duration: 10 Days

Course Modules

Module 1: Introduction to Board Committees

- Defining key concepts: board committees, governance, and accountability.
- Overview of the roles and functions of various board committees.
- Historical context and evolution of board governance practices.
- Setting course objectives related to committee management.
- Exploring the significance of board committees in organizational success.

Module 2: Structure and Composition of Committees

- Analyzing the ideal structure and size of effective committees.
- Understanding the roles and responsibilities of committee members.
- Techniques for selecting and appointing committee members.
- Case studies of successful committee structures.
- Evaluating diversity and inclusion in committee composition.

Module 3: Managing Committee Meetings

- Best practices for planning and conducting effective committee meetings.
- Techniques for setting agendas and facilitating discussions.
- Understanding the importance of time management and decision-making processes.
- Engaging in practical exercises on meeting management.
- Reviewing minutes and follow-up actions to ensure accountability.

Module 4: Communication and Collaboration

- Strategies for fostering open communication within committees.
- Techniques for building trust and collaboration among committee members.
- Understanding the role of technology in enhancing committee communication.
- Analyzing case studies of effective communication practices.
- Developing conflict resolution strategies to enhance collaboration.

Module 5: Performance Assessment of Committees

- Developing metrics for evaluating committee performance and effectiveness.
- Techniques for conducting self-assessments and peer evaluations.
- Understanding the importance of feedback and continuous improvement.
- Engaging in practical exercises on performance assessment.
- Creating a framework for ongoing performance reviews.

Module 6: Addressing Challenges in Committee Management

- Identifying common challenges and risks in managing board committees.
- Strategies for overcoming obstacles and fostering resilience.
- Techniques for managing conflicts and disagreements within committees.
- Engaging in discussions on risk management in committee contexts.
- Preparing for crises and unexpected challenges in committee operations.

Module 7: Accountability and Transparency

- Understanding the importance of accountability in committee operations.
- Best practices for ensuring transparency in decision-making processes.
- Techniques for reporting and communicating committee outcomes.
- Analyzing case studies of accountability practices in committees.
- Developing policies for ethical conduct and transparency.

Module 8: Decision-Making in Committees

- Exploring decision-making frameworks and tools for committees.
- Techniques for fostering inclusive and participatory decision-making.
- Understanding the role of data and evidence in decision-making processes.
- Engaging in practical exercises on collaborative decision-making.
- Evaluating the impact of decisions on organizational strategy.

Module 9: Action Planning for Committee Management

- Developing personalized action plans for improving committee management.
- Setting measurable goals for enhancing committee performance.
- Identifying resources and support networks for ongoing efforts.
- Sharing action plans and receiving feedback from peers.
- Creating timelines for implementing action plans effectively.

Module 10: Future Trends in Committee Management

- Exploring emerging trends and best practices in board governance.
- Understanding the impact of technology and globalization on committee functions.
- Preparing for future challenges and opportunities in committee management.
- Engaging in discussions about the future of board governance.
- Identifying skills necessary for future committee leaders.

Module 11: Legal and Ethical Responsibilities of Committees

- Overview of legal frameworks governing board committees.
- Understanding fiduciary duties and ethical considerations.
- Case studies on legal challenges faced by committees.
- Developing guidelines for ethical decision-making.
- Engaging in discussions on compliance and accountability.

Module 12: Enhancing Leadership in Committee Roles

- Identifying key leadership qualities for committee chairs.
- Strategies for motivating and inspiring committee members.
- Techniques for effective stakeholder engagement and advocacy.
- Developing conflict management and negotiation skills.
- Building a legacy of effective leadership within committees.

Training Methodology

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.
- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

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

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.
- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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