

Certificate in Board of Directors Secretary Excellence

C-Suite Training
Lisbon (Portugal)
08 - 19 Sep 2025

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Certificate in Board of Directors Secretary Excellence

Ref: 321473_129057 **Date:** 08 - 19 Sep 2025 **Location:** Lisbon (Portugal) **Fees:** 7400 **Euro**

Course Description

This comprehensive 10-day certification program is designed to equip aspiring and current board secretaries with the knowledge and skills necessary to excel in their role. Participants will gain a deep understanding of corporate governance, regulatory compliance, and strategic board support. The course covers essential responsibilities, best practices, and emerging trends in board secretaryship.

Learning Objectives

- Master the core responsibilities and duties of a board secretary
- Develop expertise in corporate governance and regulatory compliance
- Enhance skills in organizing and managing board meetings and documentation
- Learn to provide strategic support to the board and executive management
- Understand the legal and ethical aspects of the board secretary role
- Gain proficiency in stakeholder communication and relationship management

Course Modules

Day 1: Introduction to the Board Secretary Role

- Evolution of the board secretary position
- Key responsibilities and expectations
- The board secretary's place in corporate structure
- Developing a governance mindset

Day 2: Corporate Governance Fundamentals

- Principles of good corporate governance
- Governance frameworks and best practices
- The role of the board in corporate governance
- Balancing stakeholder interests

Day 3: Legal and Regulatory Compliance

- Overview of relevant laws and regulations
- Ensuring compliance with corporate law
- Managing regulatory reporting requirements
- Developing compliance monitoring systems

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Board Meeting Management

- Planning and organizing board meetings
- Preparing agendas and board packs
- Taking and drafting effective minutes
- Follow-up actions and decision tracking

Day 5: Board Documentation and Record Keeping

- Managing corporate records and statutory registers
- Developing document retention policies
- Ensuring information security and confidentiality
- Leveraging technology for efficient record-keeping

Day 6: Supporting Board Effectiveness

- Facilitating board evaluation processes
- Onboarding new directors
- Managing board committees
- Promoting board diversity and inclusion

Day 7: Strategic Support and Advisory Role

- Providing governance advice to the board
- Supporting strategic decision-making
- Managing board-management relationships
- Anticipating and mitigating governance risks

Day 8: Stakeholder Communication and Engagement

- Managing shareholder relations
- Organizing annual general meetings
- Developing effective communication strategies
- Handling investor inquiries and concerns

Day 9: Ethics and Corporate Social Responsibility

- Promoting ethical conduct in the boardroom
- Developing and implementing codes of conduct
- Supporting CSR initiatives and reporting
- Managing conflicts of interest

Day 10: Emerging Trends and Future Challenges

- Digital transformation in corporate governance
- ESG considerations for board secretaries
- Cybersecurity and data protection

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

- Adapting to regulatory changes and global best practices

Practical Wins for Participants

- Develop a comprehensive board meeting management toolkit
- Create a customized compliance calendar for your organization
- Design an effective board evaluation framework
- Craft a strategic communication plan for stakeholder engagement

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www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335