

Certificate in Board Secretarial Practice and Governance

Board Members & C-Suite Development
Vienna (Austria)
13 - 17 Oct 2025

UK Traininig

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Certificate in Board Secretarial Practice and Governance

Ref: 321472_129246 **Date:** 13 - 17 Oct 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

Course Description

This comprehensive 5-day certificate course is designed to equip participants with the essential knowledge and skills required to excel as a board secretary. The program covers key aspects of corporate governance, board meeting management, regulatory compliance, and effective communication strategies. Participants will gain practical insights into the responsibilities of a board secretary and learn best practices for supporting organizational leadership.

Learning Objectives

- Understand the role and responsibilities of a board secretary in corporate governance
- Master the planning, execution, and follow-up of board meetings and AGMs
- Develop skills in minute-taking, record-keeping, and managing board communications
- Learn to navigate regulatory requirements and ensure compliance
- Enhance ability to provide strategic support to the board and senior management

Course Modules

Day 1: Introduction to Board Secretarial Practice

- The evolving role of the board secretary
- Corporate governance principles and frameworks
- Legal and regulatory environment
- Ethical considerations and conflicts of interest

Day 2: Board Meeting Management

- Planning and organizing board meetings
- Preparing agendas and board papers
- Effective minute-taking techniques
- Managing board dynamics and decision-making processes

Day 3: Corporate Compliance and Reporting

- Statutory registers and records
- Annual reports and financial statements
- Regulatory filings and disclosures
- Data protection and information security

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: Shareholder Relations and AGM Management

- Shareholder communications and engagement
- Planning and executing Annual General Meetings
- Proxy management and voting procedures
- Handling shareholder queries and disputes

Day 5: Strategic Support and Board Development

- Board evaluation and performance improvement
- Director induction and ongoing education
- Succession planning for board and senior management
- Emerging trends in corporate governance

Practical Wins for Participants

- Ability to confidently manage board meetings and produce professional minutes
- Enhanced skills in navigating complex regulatory requirements
- Improved capacity to provide strategic advice to the board and senior management
- Networking opportunities with peers and industry experts

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