

Certificate in Board of Directors Secretary Excellence

C-Suite Training
Tunis (Tunisia)
17 - 28 Aug 2025

UK Traininig

PARTNER



Certificate in Board of Directors Secretary Excellence

Ref: 321473_133388 **Date:** 17 - 28 Aug 2025 **Location:** Tunis (Tunisia) **Fees:** 6200 **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

UK Training

PARTNER



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

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER

Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement

Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335