Certificate in Board Secretarial Practice and Governance

28 December 2026 – 1 January 2027
Lisbon (Portugal)

UK Traininig
PARTNER



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Why This Course

Strong corporate governance is the foundation of sustainable and accountable organizations. At the center of this framework stands the board secretary—ensuring compliance, supporting effective decision-making, and maintaining clear communication between the board, management, and stakeholders.

Today's board secretary plays a far more strategic role than ever before. Beyond administrative duties, the position requires a deep understanding of governance principles, regulatory obligations, board dynamics, and ethical standards.

This comprehensive 1-week certificate program provides the essential knowledge and practical tools needed to excel in modern board secretarial practice. Participants will gain both the technical expertise and professional confidence required to support boards effectively and strengthen organizational governance.

What You'll Learn and Practice

By joining this program, you will:

- Understand the full scope of the board secretary's role within corporate governance
- Plan, organize, and manage board meetings and Annual General Meetings AGMs professionally
- Develop advanced minute-taking and documentation skills
- Navigate regulatory frameworks and ensure statutory compliance
- Strengthen communication between the board, shareholders, and senior management
- Provide structured strategic and governance support to leadership

The Program Flow

Day 1: Introduction to Board Secretarial Practice

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



Day 2: Board Meeting Management

- Planning and organizing board meetings
- Preparing agendas and board documentation
- Effective and accurate minute-taking techniques
- Supporting productive board discussions and decision-making

Day 3: Corporate Compliance and Reporting

- Maintaining statutory registers and corporate records
- Annual reporting and financial documentation oversight
- Regulatory filings and disclosure requirements
- Data protection and information security responsibilities

Day 4: Shareholder Relations and AGM Management

- Shareholder communication and engagement strategies
- Planning and conducting Annual General Meetings
- Proxy management and voting procedures
- Handling shareholder inquiries and disputes professionally

Day 5: Strategic Support and Board Development

- Board performance evaluation and improvement processes
- Director induction and continuous education programs
- Succession planning for board and senior leadership
- Emerging trends and developments in corporate governance

Individual Impact

Participants will leave the program with:

- Confidence in managing board meetings and preparing professional minutes
- Stronger understanding of governance and regulatory requirements
- Enhanced communication and organizational skills
- The ability to support the board strategically and proactively
- Greater credibility in board-level environments

Organizational Impact

Organizations will benefit through:



- More structured and effective board meetings
- Improved compliance and reduced governance risks
- Stronger documentation and record-keeping practices
- Enhanced shareholder engagement and transparency
- Better board performance and leadership alignment

Training Methodology

This program emphasizes practical learning through:

- Real-life governance case studies
- Board meeting simulations and minute-taking exercises
- Interactive discussions on regulatory scenarios
- Practical documentation and compliance workshops
- Group activities focused on board dynamics and communication

Beyond the Course

Upon completion, participants will be prepared to:

- Perform confidently in board secretary or governance support roles
- Manage statutory compliance and reporting obligations effectively
- Coordinate board and shareholder meetings professionally
- Contribute to strengthening corporate governance frameworks
- Support long-term board development and organizational sustainability

This certificate program provides a practical and strategic foundation for professionals seeking to excel in board secretarial practice and corporate governance leadership.

