The Complete Program in Secretaries of Boards & Committees

4 – 8 October 2027
London (UK)

UK Traininig
PARTNER



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Why This Course

The role of a board secretary is critical to the smooth functioning and governance of any organization. This intensive 1-week program equips participants with the knowledge and practical skills needed to excel in this multifaceted role. Attendees will gain expertise in corporate governance, efficient meeting management, regulatory compliance, and strategic advisory, ensuring they can support boards effectively and contribute to organizational success.

What You'll Learn and Practice

By attending this course, you will be able to:

- Apply key principles of corporate governance in board operations.
- Manage board and committee meetings efficiently, from planning to follow-up.
- Ensure compliance with legal and regulatory requirements while maintaining accurate records.
- Provide strategic advice to support board decision-making.
- Communicate effectively with stakeholders and manage critical relationships.

The Program Flow

Day 1: Foundations of Corporate Governance

- Overview of corporate governance frameworks
- Roles and responsibilities of the board secretary
- Legal and regulatory landscape
- Ethical considerations in governance

Day 2: Effective Meeting Management

- Planning and organizing board meetings
- Agenda setting and time management
- Minute-taking best practices
- Tracking decisions and follow-up actions



Day 3: Compliance and Record Keeping

- Regulatory reporting requirements
- Maintaining corporate records and registers
- Data protection and information security
- Managing conflicts of interest

Day 4: Strategic Advisory Role

- Supporting board decision-making processes
- Facilitating board evaluations
- Governance policy development
- Risk management and internal controls

Day 5: Stakeholder Relations and Communication

- Shareholder communication strategies
- Managing investor relations
- Coordinating with external auditors and advisors
- Crisis communication planning

Individual Impact

Participants will leave this program with:

- A comprehensive toolkit for managing board meetings efficiently.
- A customized compliance calendar for their organization.
- An effective framework for conducting board evaluations.
- A strategic communication plan tailored for key stakeholders.

Organizational Impact

Organizations will benefit from:

- More efficient and effective board operations.
- Enhanced governance practices and regulatory compliance.
- Clear, actionable insights supporting strategic decision-making.
- Strengthened relationships with shareholders, auditors, and advisors.



Training Methodology

- Interactive lectures with practical examples
- Hands-on exercises in meeting management, reporting, and communication
- Case studies highlighting best practices in governance
- Group discussions to develop actionable strategies and tools

Beyond the Course

By the end of this 1-week program, participants will be ready to:

- Lead board and committee meetings with confidence and precision.
- Maintain robust compliance and record-keeping systems.
- Provide strategic advice that strengthens board decision-making.
- Communicate effectively with internal and external stakeholders to support organizational objectives.

