

The Complete Program in Secretaries of Boards & Committees

Board Members & C-Suite Development
Kuala Lumpur (Malaysia)
13 - 17 Oct 2025

UK Traininig

PARTNER



The Complete Program in Secretaries of Boards & Committees

Ref: 321760_146013 **Date:** 13 - 17 Oct 2025 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 Euro

Course Description

This comprehensive 5-day program equips board secretaries with essential skills to excel in their multifaceted role. Participants will gain in-depth knowledge of corporate governance, master efficient meeting management techniques, ensure regulatory compliance, and develop strategic advisory capabilities. The course combines theoretical foundations with practical applications to enhance overall board effectiveness.

Learning Objectives

- Understand and apply key principles of corporate governance
- Develop proficiency in managing board and committee meetings
- Master techniques for ensuring regulatory compliance and maintaining accurate records
- Enhance strategic advisory skills to support board decision-making
- Learn best practices for stakeholder communication and relationship management

Course Modules

Day 1: Foundations of Corporate Governance

- Overview of corporate governance frameworks
- Role 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
- Follow-up actions and decision tracking

Day 3: Compliance and Record Keeping

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

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.

UK Training
PARTNER

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

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 key stakeholders

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 Resources Management



Audit & Quality



Finance, Economics & Markets



Marketing, Sales & Negotiation



Secretary & Admin



Governance, Risk, & Compliance (GRC)



Project Management



Technology & Digital Transformation



Procurement, Contracts & Supply Chain



Leadership & Management Development



Professional Skills & Career Enhancement



Oil, Gas & Energy Industry Specialization



Healthcare & Safety Management



Telecom Engineering



Hospital Management



Customs Management & Global Trade Compliance



Aviation, Transportation & Logistics



Board Members & C-Suite Development



Agile and Refinement



Business Strategy & Competitive Analysis

Operational Risk Management



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



المؤسسة العامة للتأمينات الاجتماعية
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