

# The Complete Program in Secretaries of Boards & Committees

C-Suite Training  
Kigali (Rwanda)  
11 - 15 Aug 2025

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## The Complete Program in Secretaries of Boards & Committees

**Ref:** 321760\_146020 **Date:** 11 - 15 Aug 2025 **Location:** Kigali (Rwanda) **Fees:** 3300 **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.

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#### **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

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