

Secretariat of the Board of Directors and Committees Part 2

C-Suite Training
Dubai (UAE)
16 - 20 Feb 2025

UK Training

PARTNER



Secretariat of the Board of Directors and Committees Part 2

Ref: 321763_146109 **Date:** 16 - 20 Feb 2025 **Location:** Dubai (UAE) **Fees:** 3900 **Euro**

Introduction

In this second part of the board secretary training course we raise the bar in terms of the skills and knowledge required for Board Secretaries to keep up with the latest technologies related to the board of directors as well as the up to date concepts and challenges that are facing , board in general, and the various committees emerging from it; by availing these information, tactics, techniques, and case studies, we try our best to equip the board secretaries with all the necessary tools to survive and thrive in this ever challenging world of changes impacting the environment of the board of directors.

Course Objectives

- Comprehend the duties and responsibilities of the board secretary in ensuring various GRC roles
- Participate effectively in the various board committees as a positive contributor
- Propose and upgrade the integration of new components to the annual report of the board;
- Appreciate the wide variety of the responsibilities of the board secretary in different cultures
- Recognise any cases where the secretary needs to raise the flag against any potential violation or conflict of interest from any related stakeholder
- Contribute in building a healthy relationship between the shareholders and the board of directors
- Understand and strengthen the relationships between the board of directors and all the stakeholders including the internal and external audit functionality

Course Outline

Day 1

Governance, Culture, Ethics, Technology, and Best Practice

- Equality, diversity, inclusion.
- Culture and ethics

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Employee engagement
- The art of asking the right question
- Director independence, competency, and behaviour

Day 2

Compliance, Reputation, and social impact

- Compliance with Environmental, Social, and Governance
- Reputation and Branding
- Social impact
- Social Media

Day 3

Crisis Management, Business continuity, and disaster recovery

- Crisis management
- Business continuity
- Climate change
- Long-term boards pros and cons

Day 4

Technology, Fraud, and Risk

- Technology and Boards of Directors
- An introduction to blockchain
- Fraud and the role of board of directors
- Private Versus Public company governance

Day 5

Financial Oversight & Analysis

- Case Studies
- Related topic to be presented by the audience

Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

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 Traininig
PARTNER



Blackbird Training Category



Human Resources



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



UK Training
PARTNER



BLACKBIRD
FOR TRAINING

LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335