

Advanced Board Secretariat & Committee Management Course

C-Suite Training
Orlando, Florida (USA)
13 - 17 Oct 2025

UK Traininig

PARTNER



Advanced Board Secretariat & Committee Management Course

Ref: 321763_146119 **Date:** 13 - 17 Oct 2025 **Location:** Orlando, Florida (USA) **Fees:** 5700 Euro

Course Description

This advanced 5-day course builds on foundational board secretariat knowledge to develop high-level skills in governance, committee management, and strategic decision-making. Participants will gain expertise in facilitating board effectiveness, managing complex governance issues, and driving organizational performance through enhanced board and committee processes.

Learning Objectives

- Develop advanced skills in board governance and committee management
- Master techniques for strategic decision-making and board effectiveness
- Enhance ability to navigate complex governance challenges
- Improve board communication and stakeholder engagement strategies
- Strengthen risk management and compliance oversight capabilities

Course Modules

Day 1: Advanced Board Governance

- Evolving governance trends and best practices
- Board composition and succession planning
- Enhancing board performance and evaluation
- Governance in crisis situations

Day 2: Strategic Committee Management

- Optimizing committee structures and charters
- Facilitating effective committee meetings
- Cross-committee collaboration and reporting
- Committee performance measurement

Day 3: Board Communication and Stakeholder Relations

- Advanced minute-taking and report writing
- Managing board-management dynamics
- Shareholder and stakeholder engagement strategies
- Crisis communication and reputation management

Day 4: Risk Management and Compliance

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

- Enterprise risk management for boards
- Compliance oversight and reporting
- Cybersecurity governance
- ESG and sustainability governance

Day 5: Strategic Decision-Making and Organizational Performance

- Facilitating strategic planning at the board level
- Financial oversight and value creation
- Measuring and reporting on organizational performance
- Innovation and digital transformation governance

Practical Wins for Participants

- Implement advanced governance frameworks to enhance board effectiveness
- Develop strategies to optimize committee performance and collaboration
- Create robust stakeholder engagement and communication plans
- Design comprehensive risk management and compliance oversight processes

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. In the background, there are concentric circles emanating from a point on the board.

UK Training
PARTNER

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 Resource



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



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



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