

Advanced Board Secretariat & Committee Management Course

C-Suite Training
Accra (Ghana)
08 - 12 Sep 2025

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Advanced Board Secretariat & Committee Management Course

Ref: 321763_146123 **Date:** 08 - 12 Sep 2025 **Location:** Accra (Ghana) **Fees:** 3300 **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. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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- 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

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