Advanced Secretarial Management, Governance and Compliance

30 May – 3 June 2027
Amman (Jordan)

UK Traininig
PARTNER



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Why This Course

In an era of increasing regulatory complexity and heightened expectations for transparency, the role of the corporate secretary has evolved into a strategic leadership function. Today's governance professionals must not only manage board processes and ensure compliance but also contribute to ethical decision-making, organizational accountability, and long-term corporate sustainability. Mastering advanced secretarial management and governance practices is essential for supporting resilient, well-governed organizations.

The Advanced Secretarial Management, Corporate Governance & Compliance - Intensive 1-Week Programme equips participants with the skills and insights needed to navigate modern governance environments with confidence. Through practical case studies, interactive exercises, and exposure to global best practices, participants will learn how to strengthen governance frameworks, ensure regulatory compliance, manage risks, and leverage technology to enhance secretarial effectiveness.

What You'll Learn and Practice

By the end of this programme, participants will be able to:

- Perform advanced corporate secretarial duties aligned with global best practices.
- Implement effective corporate governance frameworks to support board performance.
- Navigate regulatory compliance requirements across multiple jurisdictions.
- Strengthen risk management, ethical decision-making, and corporate responsibility.
- Use modern technologies and digital tools to streamline secretarial and compliance processes.

The Programme Flow

Day 1: Foundations of Advanced Secretarial Management

- Understanding the evolution of the corporate secretary's role
- Key strategic responsibilities and competency requirements
- Managing stakeholders and facilitating board communication
- Overview of the legal and regulatory landscape



Day 2: Corporate Governance Excellence

- Designing and evaluating effective governance structures
- Understanding board dynamics, roles, and performance
- Enhancing shareholder engagement and rights protection
- Integrating ESG principles into governance practices

Day 3: Regulatory Compliance and Risk Management

- Navigating global compliance frameworks and regulatory obligations
- Understanding data protection and privacy requirements
- Addressing anti-corruption and anti-bribery legislation
- Applying enterprise risk management ERM strategies

Day 4: Ethics and Corporate Responsibility

- Applying ethical decision-making models to governance challenges
- Managing whistleblowing mechanisms and internal investigations
- Designing corporate social responsibility CSR initiatives
- Strengthening reputation management and crisis communication

Day 5: Technology and Innovation in Secretarial Practice

- Enabling digital transformation in secretarial management
- Implementing compliance management systems and platforms
- Understanding cybersecurity and modern data governance
- Exploring how AI, blockchain, and emerging technologies are reshaping governance

Individual Impact

Participants will return with the ability to:

- Develop a robust corporate governance framework tailored to their organization.
- Create a comprehensive compliance risk assessment and mitigation plan.
- Design an efficient and professional board meeting management system.
- Implement technology-enhanced workflows to improve governance and compliance.

Organizational Impact

Organizations benefit through:

- Stronger governance systems and enhanced board effectiveness.
- Reduced compliance risks and improved regulatory readiness.
- Better ethical standards and organizational accountability.
- Increased efficiency through digital transformation of secretarial processes.



Training Methodology

This programme combines:

- Real-world governance case studies and best-practice models
- Hands-on exercises in compliance, ethics, and board management
- Interactive group discussions and scenario-based learning
- Practical templates, checklists, and digital tools for immediate application

Beyond the Course

Upon completion, participants will be equipped to serve as strategic partners to senior leadership and the board. They will return with the tools, insight, and confidence to elevate governance standards, drive regulatory compliance, and modernize secretarial functions within their organizations.

