



Consulting and Training | Reach New Heights

Course Name

Certified Board Secretaries Workshop

Sector Name

Administration and Office Efficiency

Document Type

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Certified Board Secretaries Workshop

Course Introduction

The role of the board secretary is pivotal in ensuring effective corporate governance, transparent communication, and compliance with legal and regulatory obligations.

This training program provides participants with the theoretical foundation and governance knowledge required to perform the duties of a board secretary at the highest professional standard.

This program covers board meeting management, corporate governance frameworks, compliance oversight, records management, and stakeholder communication.

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Target Audience

- ✓ Current and aspiring board secretaries
- ✓ Corporate governance officers and compliance managers
- ✓ Senior administrative professionals supporting boards
- ✓ Executives seeking to enhance board governance processes

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Learning Objectives

- ✓ Understand the role and responsibilities of a board secretary in corporate governance.
- ✓ Apply governance principles to support board effectiveness.
- ✓ Plan, organize, and document board and committee meetings.
- ✓ Maintain accurate and legally compliant records of board activities.
- ✓ Facilitate communication between the board, management, and stakeholders.
- ✓ Ensure compliance with statutory and regulatory requirements.
- ✓ Manage board-related documentation and confidential information securely.
- ✓ Support the board in strategic decision-making processes.
- ✓ Understand the legal duties of directors and governance reporting obligations.
- ✓ Promote best practices for board performance and continuous improvement.

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Course Outline

✓ DAY 01

Corporate Governance and the Role of the Board Secretary

- ✓ Definition and purpose of corporate governance
- ✓ Governance frameworks and models
- ✓ Role, authority, and responsibilities of the board secretary
- ✓ Relationship between the board secretary, board members, and executive management
- ✓ Legal and fiduciary duties of directors and implications for the secretary
- ✓ Confidentiality, impartiality, and ethical standards in the role
- ✓ Supporting the board in strategic governance decisions
- ✓ The board secretary's contribution to governance culture

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Course Outline

✓ Day 02

Board and Committee Meeting Management

- ✓ Planning and scheduling board and committee meetings
- ✓ Preparing agendas aligned with governance and strategic priorities
- ✓ Gathering and distributing board papers in advance
- ✓ Coordinating logistics for in-person and virtual meetings
- ✓ Minute-taking best practices: clarity, accuracy, and legal defensibility
- ✓ Recording decisions, action points, and follow-ups
- ✓ Managing meeting dynamics and supporting the chairperson
- ✓ Ensuring compliance with procedural rules and regulations

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Course Outline

✓ Day 03

Compliance and Regulatory Oversight

- ✓ Understanding statutory and regulatory requirements for boards
- ✓ Filing and reporting obligations with regulators
- ✓ Monitoring board compliance with governance codes and laws
- ✓ Managing conflicts of interest and declarations of interests
- ✓ Governance reporting to shareholders and stakeholders
- ✓ Supporting risk management and internal control functions
- ✓ Maintaining up-to-date corporate records and registers
- ✓ Ensuring timely renewal of licenses and statutory documents

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Course Outline

✓ Day 04

Information, Records, and Communication Management

- ✓ Principles of corporate records management
- ✓ Secure storage and retrieval of board documentation
- ✓ Digital tools for board information management (Board Portals)
- ✓ Communication channels between the board, management, and stakeholders
- ✓ Preparing governance reports and disclosures
- ✓ Managing shareholder meetings and annual general meetings (AGMs)
- ✓ Best practices for handling confidential and sensitive information
- ✓ Building transparency and trust through effective communication

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Course Outline

✓ Day 05

Enhancing Board Effectiveness

- ✓ Evaluating board and committee performance
- ✓ Identifying training and development needs for directors
- ✓ Supporting board succession planning
- ✓ Implementing governance best practices from global benchmarks
- ✓ Managing governance risks and emerging challenges
- ✓ The board secretary's role in crisis management and emergency meetings
- ✓ Leveraging technology for governance efficiency

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 12, 2026	Oct. 16, 2026	5 days	4250.00 \$	UAE , Dubai
May 4, 2026	May 8, 2026	5 days	49250.00 \$	France , Paris
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Riyadh

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