



GOVERN

ECONOMIC AND CORPORATE GOVERNANCE CENTER

Executive Training Workshop for Corporate Secretaries

The instrumental role of board secretaries in maintaining a system of good corporate governance is often underestimated whereby a corporate secretary is considered as an administrative role.

To the contrary, our work with leading companies in emerging markets demonstrates that corporate secretaries are key to board effectiveness. Yet, only 30% of participants in our recent survey believed their corporate secretary to be adequately supporting the board.

The importance of ongoing development of knowledge/skills and sharing of practices among corporate secretaries is often underestimated.

Having an effective corporate secretary is not merely a matter of allocating a dedicated professional with the knowledge of legal and compliance obligations.

The importance of soft skills in a role which supports the Chair in activities as sensitive as board evaluations cannot be overestimated.

As legal and compliance obligations of boards are growing, board secretaries require a broader range of skills, in addition to governance and company knowledge.

This course is intended to provide company secretaries with a comprehensive corporate governance training, including required technical and soft skills needed.

The course addresses corporate governance and other legal and regulatory requirements for a range of companies, whether they are privately, state-owned or listed. Topics to be addressed during this interactive, two-day training workshop include the following:

- *Appointment and responsibilities of board members*
- *Board and committee composition*
- *Ensuring the independence of the board*
- *Conducting board evaluations and retreats*
- *Management-board reporting and interactions*
- *Effective conduct of board meetings*
- *Chair duties and responsibilities*
- *Shareholder rights and the conduct of AGMs*
- *Keeping board resolutions and minutes*
- *Compliance and legal responsibilities*

This interactive training workshop will be delivered by senior GOVERN instructors involved in the development of regulatory standards and providing advisory services to companies on their implementation.

The delivery of the training workshop will be supported by resources developed by GOVERN, company case studies and other media supporting materials. Registration requests should be directed to inquiries@govern.center.