



# Board Secretariat & Corporate Governance Intensive: 10-Day Training



**AGILE LEADERS**  
Training Center

07 - 18 Sep 2026

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# Board Secretariat & Corporate Governance Intensive: 10-Day Training

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## Course Overview

This intensive Board Secretariat and Corporate Governance Training program provides governance professionals, board secretaries, and compliance officers with advanced frameworks and practical skills to manage board operations, ensure regulatory compliance, and drive strategic value creation.

The course is grounded in international corporate governance standards—such as the OECD Principles, IFC Guidelines, and regional best practices—and explores real-world case studies from both public and private sectors. Participants learn how to prepare and manage board meetings, oversee disclosures, advise on fiduciary duties, support strategic planning, and embed sustainability and ethics into governance.

By the end of this 10-day journey, attendees will possess the competence and confidence to act as trusted governance advisors, balancing transparency, accountability, and strategic agility to help boards operate with excellence and integrity.

## Target Audience

Ideal for professionals seeking to strengthen governance leadership skills:

- Board Secretaries and Assistant Corporate Secretaries
- Governance Officers and Compliance Professionals
- Legal Advisors and Corporate Counsel
- Executive Assistants supporting Boards and CEOs
- Senior Managers in Corporate Affairs, Risk Oversight, and Internal Audit

## Targeted Organizational Departments

- Board Secretariat & Governance Department
- Legal & Compliance Units
- Internal Audit & Risk Management Divisions
- Investor Relations & Corporate Affairs
- Strategic Planning, ESG & Sustainability Offices

## Targeted Industries

- regulatory and disclosure-driven boards
  - complex multi-stakeholder governance structures
  - transparency and accountability focus
  - ethics and compliance-based governance
  - fast-changing governance and innovation needs
- Banking & Financial Services: •  
Energy, Oil & Gas: •  
Public Sector & State-Owned Enterprises: •  
Healthcare & Pharmaceuticals: •  
Technology & Telecommunications: •

## Course Offerings

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

- Apply corporate governance frameworks aligned with international best practices. •
- Manage board and committee meetings efficiently using modern governance tools. •
- Draft accurate minutes, resolutions, and disclosures to ensure compliance. •
- Advise directors on fiduciary duties, ethics, and conflicts of interest. •
- Conduct board evaluations and link results to strategic improvement. •
- Integrate risk management, ESG, and sustainability into governance policies. •
- Strengthen leadership, communication, and advisory competencies. •
- Embrace digital governance transformation, including AI-enabled tools and reporting systems. •

## Training Methodology

combining: blended, experiential approach This course employs a

- Expert-led sessions with practical demonstrations •
- Case studies from leading regional and international boards •
- Group workshops, simulations, and governance role-plays •
- Peer learning and interactive reflections •
- Templates, frameworks, and real governance documentation practice •

The methodology ensures direct application of governance theory to real corporate challenges, emphasizing problem-solving and continuous feedback.

## Course Toolbox

Participants receive a comprehensive governance resource pack, including:

- Governance compliance checklists and templates •
- Board paper and minute-taking guidelines •
- Board evaluation frameworks and self-assessment tools •
- Risk oversight and audit reporting samples •
- ESG integration and sustainability monitoring resources •
- Access to online governance materials and post-training references •

## Course Agenda

## Day 1: Foundations of Corporate Governance

- Evolution and principles of corporate governance Topic 1: •
- Governance ecosystem – shareholders, boards, and management Topic 2: •
- Role and significance of the Board Secretary Topic 3: •
- Legal and regulatory frameworks shaping governance Topic 4: •
- Corporate purpose, accountability, and ethical culture Topic 5: •
- Board structures and composition best practices Topic 6: •
- Establishing strong governance foundations Reflection & Review: •

## Day 2: The Role and Responsibilities of the Board Secretary

- Defining the mandate and authority of the Board Secretariat Topic 1: •
- Supporting board members and executive leadership Topic 2: •
- Managing documentation, charters, and governance records Topic 3: •
- Drafting accurate board minutes, resolutions, and actions Topic 4: •
- Aligning Secretariat operations with strategic objectives Topic 5: •
- Building neutrality, integrity, and credibility in governance Topic 6: •
- Becoming a trusted governance advisor Reflection & Review: •

## Day 3: Board Meeting Planning and Preparation

- Designing the annual board calendar and schedule Topic 1: •
- Preparing agendas and briefing materials for strategic discussion Topic 2: •
- Coordination between the Chair, CEO, and Secretariat Topic 3: •
- Ensuring quorum, attendance, and statutory compliance Topic 4: •
- Managing pre-meeting communication and logistics Topic 5: •
- Templates and tools to improve planning efficiency Topic 6: •
- Preparing for successful and compliant meetings Reflection & Review: •

## Day 4: Conducting and Managing Board Meetings

- Managing discussions, decisions, and boardroom dynamics Topic 1: •
- Minute-taking precision and decision tracking Topic 2: •
- Handling sensitive or confidential information Topic 3: •
- Leveraging digital tools – board portals and e-signatures Topic 4: •
- Post-meeting follow-up, resolution tracking, and documentation Topic 5: •
- Meeting evaluations and lessons learned practices Topic 6: •
- Ensuring effective and transparent board operations Reflection & Review: •

## Day 5: Governance, Risk, and Compliance Integration

- Governance[Risk]Compliance interconnection Topic 1: •
- Enterprise risk management principles Topic 2: •
- Collaboration between risk, audit, and compliance functions Topic 3: •
- Ethics management and corporate responsibility frameworks Topic 4: •
- Compliance reporting systems and dashboards Topic 5: •
- Monitoring board adherence to governance codes Topic 6: •
- Strengthening accountability through integrated GRC Reflection & Review: •

## Day 6: Crisis, Disclosure, and Conflict Management

- Crisis governance and emergency response procedures Topic 1: •
- Transparency and disclosure obligations Topic 2: •
- Identifying and managing conflicts of interest Topic 3: •
- Related-party transactions and governance safeguards Topic 4: •
- Lessons from governance scandals and corporate failures Topic 5: •
- Communication and reputational risk management Topic 6: •
- Building resilience and ethical board practices Reflection & Review: •

## Day 7: Board Evaluation and Performance Enhancement

- Designing effective board evaluation frameworks Topic 1: •
- Establishing KPIs for board and committee performance Topic 2: •
- Conducting self-assessments and peer evaluations Topic 3: •
- Analyzing and interpreting evaluation results Topic 4: •
- Integrating outcomes into strategic improvements Topic 5: •
- Developing continuous improvement plans Topic 6: •
- Achieving governance excellence through evaluation Reflection & Review: •

## Day 8: Strategic Governance and Organizational Alignment

- Linking governance structures to corporate strategy Topic 1: •
- Supporting strategic planning and execution oversight Topic 2: •
- The Board Secretary's role in mergers, acquisitions, and transformation Topic 3: •
- Governance during change management and corporate restructuring Topic 4: •
- ESG and sustainability integration in governance decisions Topic 5: •
- Reporting governance outcomes to stakeholders Topic 6: •
- Driving strategic value through governance alignment Reflection & Review: •



## Day 9: Leadership and Communication for Governance Professionals

- Emotional intelligence and influence in the boardroom Topic 1: •
- Public speaking and presentation excellence for secretaries Topic 2: •
- Cross-cultural communication and diplomatic etiquette Topic 3: •
- Persuasion, negotiation, and conflict resolution techniques Topic 4: •
- Mentoring and advisory skills for directors Topic 5: •
- Managing time, stress, and multiple priorities effectively Topic 6: •
- Building leadership presence and communication mastery Reflection & Review: •

## Day 10: The Future of Governance and Digital Transformation

- Digital governance – AI, blockchain, and automation trends Topic 1: •
- Sustainability, diversity, and ethical governance imperatives Topic 2: •
- Governance challenges across public, private, and SOE entities Topic 3: •
- Succession planning and leadership continuity at board level Topic 4: •
- Professional ethics and ongoing competence development Topic 5: •
- Designing a personal governance leadership roadmap Topic 6: •
- The future-ready Board Secretary and governance transformation Reflection & Review: •

## FAQ

### Are there prerequisites for this course?

No strict prerequisites, though prior exposure to governance, legal, or compliance functions enhances learning.

### How long is each day's session, and is there a total number of hours required for the entire course?

Each day consists of approximately 4-5 hours of blended learning, case work, and discussions.

### How can Board Secretaries enhance board decision-making while maintaining compliance and neutrality?

Board Secretaries can influence better decision-making by structuring agendas around strategic priorities, ensuring directors receive balanced, timely, and complete information, and maintaining objective neutrality throughout discussions.

## How This Course is Different from Other Board Secretariat Practices & Corporate Governance Training Courses

Unlike conventional governance programs that focus solely on compliance theory, the Board Secretariat Practices & Corporate Governance Training offered by Agile Leaders Training Center is designed as a strategic and experiential learning journey. This course not only equips participants with the technical knowledge required for board operations—such as documentation, disclosure, and meeting management—but also cultivates the advisory, leadership, and communication skills necessary for secretaries to function as strategic partners to the board.

The program incorporates real-world case studies, international governance standards OECD, IFC, and regional best practices, ensuring participants learn to apply governance principles across diverse industries and cultures. It also explores emerging trends such as ESG integration, digital governance platforms, and AI-enabled compliance systems—empowering attendees to lead modernization within their organizations.

Through its balanced blend of academic insight, interactive workshops, and applied governance scenarios, this course stands out as a comprehensive transformation program—preparing professionals to not just manage governance, but to shape it strategically for the future.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السيرياني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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