



# دورة أهين سر مجلس الإدارة: مهارات السكرتاريا التنفيذية لكبار الشخصيات



## دورة أهين سر مجلس الإدارة: مهارات السكرتاريا التنفيذية لكبارالشخصيات

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### Course Overview:

The course is a comprehensive board secretary training program designed to cater to the evolving needs of today's organizations. This secretary training course emphasizes both board secretary skills and executive secretary training, providing an all-encompassing package. From hands-on board secretary certificate workshops to extensive training for secretary skills, participants will explore key aspects related to the function of secretarial roles within a board setting. The course will equip individuals with essential secretary training programs, including executive secretary training courses, ensuring they are prepared to meet the demands of the modern corporate world.

### Target Audience:

- Board Secretaries
- Executive Secretaries
- Administrative Assistants
- Individuals aspiring for training for executive secretary roles
- Professionals seeking board secretary skills and secretary training

### Targeted Organizational Departments:

- Board of Directors
- Executive Management
- Administrative Departments
- Departments requiring executive secretary training program and secretary training course expertise

## Targeted Industries:

- Corporate Sector
- Government Bodies
- Non-Profit Organizations
- Industries needing board secretary training, executive secretary training, and secretary training programs due to regulatory requirements

## Course Offerings:

- Comprehensive board secretary course covering essential board secretary skills
- Executive secretary training program focusing on advanced techniques
- Training for secretary skills for various organizational needs
- Practical sessions with secretary training, including a board secretary certificate

## Training Methodology:

The training methodology in "The Board Secretary" involves a blend of interactive sessions, group work, case studies, and regular feedback sessions. The course employs the latest secretary training programs, including hands-on executive secretary training courses. Participants engage in real-life scenarios that require training for secretary skills, nurturing their ability to adapt and perform. Whether it's board secretary training or executive secretary training program modules, every aspect is structured to deliver a fulfilling and dynamic learning experience.

## Course Toolbox:

- Workbook with secretary training course material
- Software tools for training secretary roles
- Online resources for executive secretary training
- Templates and checklists for board secretary certificate requirements
- Innovative tools for training for secretary skills

## Course Agenda:



## Day 1: Introduction and Foundations

- Why do you need a board secretary? Understanding the significance of secretary training programs Topic 1: •  
and the role in governance.
- Roles, duties, and responsibilities: A deep dive into board secretary skills and executive secretary Topic 2: •  
training.
- Appointment of the board secretary: Exploring the board secretary course for appointment Topic 3: •  
procedures.
- Other ways of working: Implementing secretary training for diverse organizational structures. Topic 4: •
- Reflecting on the role and importance of board secretary training and executive Reflection & Review: •  
secretary training program.

## Day 2: Understanding the Organization

- What type is your organization? Training for secretary skills based on organizational type. Topic 5: •
- Is your organization a charity? Secretary training programs for charitable entities. Topic 6: •
- Understanding your constitution: Board secretary training for legal and structural comprehension. Topic 7: •
- Who does what in an organization? Secretary training for organizational hierarchy and executive Topic 8: •  
secretary training for leadership roles.
- Reviewing the board secretary course's organizational understanding aspects. Reflection & Review: •

## Day 3: Delegation, Meetings, and Decisions

- Delegation: Training for secretary skills in delegation processes. Topic 9: •
- Meetings: Board secretary training for effective meeting management. Topic 10: •
- Resolutions and decision-making: Executive secretary training courses for decision-making Topic 11: •  
processes.
- Reflecting on training secretary skills in delegation and decision-making. Reflection & Review: •

## Day 4: Regulations, Records, and Effectiveness

- Regulation: Understanding regulation in board secretary training. Topic 12: •
- Records and registers: Secretary training course for record-keeping. Topic 13: •
- An effective board: Board secretary skills for board efficiency. Topic 14: •
- Reviewing board secretary training and executive secretary training program in Reflection & Review: •  
regulatory and efficiency aspects.

## Day 5: Governance, Problem-Solving, and Decision-Making Techniques

- Good governance: Training for secretary skills in governance practices. Topic 15: •
- Problem-Solving Techniques Ishikawa, Pareto Law, 5 Whys Topic 16: •
- Decision-Making Techniques Parallel Thinking 6 thinking hats Topic 17: •
- Thinking Skills Divergent Vs Convergent Thinking & Thinking Fast & Slow Topic 18: •
- Final review and reflections on the board secretary course, including the executive Reflection & Review: •  
secretary training program.

## How This Course is Different from Other Board Secretary Training Courses:

The course is not just another board secretary course. This secretary training program is crafted with precision and creativity, combining both board secretary skills and executive secretary training. What sets it apart is the integration of real-world challenges, offering not only theoretical insights but practical training for secretary skills. From board secretary training to executive secretary training courses, the curriculum is designed to nurture and cultivate versatile professionals who are ready to meet the demands of the dynamic corporate environment.



## 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 السبراني 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



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجبار - تنزانيا



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية

## 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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