



# دورة تدريبية متقدمة لتأهيل أخصائيي العمليات في المجالس واللجان



**AGILE LEADERS**  
Training Center

26 - 30 Jan 2027

مدريد

## دورة تدريبية متقدمة لتأهيل اختصاصيي العمليات في المجالس واللجان

المرجع: 36308\_23044 التاريخ: 26 - 30 Jan 2027 الموقع: مدريد الرسوم: Euro 5700

### Course Overview:

This advanced training course highlights the crucial role that operations specialists play in boards and committees. Participants will gain a thorough understanding of the rules and procedures for managing boards and committees, including preparing minutes and agendas, and handling legal documents and their associated responsibilities. The training also covers how to manage meetings and make sound decisions, with an emphasis on transparency, disclosure, and governance of conflict of interests. The course aims to enhance participants' skills in dealing with risks and legal responsibilities, ensuring tasks are carried out efficiently and effectively.

### Target Audience:

- Board and committee members
- Executive directors
- Operations specialists in boards and committees
- Governance and compliance officers
- Senior and middle management
- Individuals interested in developing their skills in managing meetings and committees

### Targeted Organizational Departments:

- Public Relations
- Executive Management
- Marketing and Communications
- Human Resources
- International Affairs

### Targeted Industries:

- Government institutions
- Multinational companies
- Non-profit sector
- Academic institutions

## Course Offerings:

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

- Understand the role of board and committee members and the importance of this role in corporate governance. •
- Efficiently and professionally prepare minutes and agendas. •
- Apply best practices in managing meetings and committees and making informed decisions. •
- Handle legal documents and maintain transparency and disclosure. •
- Assess risks and legal responsibilities associated with board and committee members. •
- Enhance their skills in dealing with board members and major shareholders. •
- Implement principles of conflict of interest governance and effective organizational management. •

## Training Methodology:

The course uses an interactive training methodology that includes case studies, group work, interactive sessions, and feedback sessions. Participants will apply the concepts learned in realistic scenarios, enhancing their understanding and ability to handle various challenges.

## Course Toolbox:

- Workbooks •
- Training Resources •
- Checklists and templates •
- Body language analysis tools •

## Course Agenda:

### Day 1: The Role and Importance of Board and Committee Members

- Definition and role of board and committee members. Topic 1: •
- The importance of board and committee positions and their relation to governance. Topic 2: •
- General rules for operations specialists in boards and committees. Topic 3: •
- Roles and responsibilities of board and committee operations specialists. Topic 4: •
- Discussion and evaluation of the day's coverage. Reflection & Review: •

## Day 2: Preparing Minutes and Agendas

- Agendas and best practices in their preparation. Topic 1: •
- Definition of meeting minutes MoM. Topic 2: •
- Key elements of meeting minutes checklist. Topic 3: •
- Methods of writing minutes with examples. Topic 4: •
- Retaining minutes and their attachments and the legal responsibility. Topic 5: •
- Drafting minutes. Topic 6: •
- Scheduling meetings and routine agendas. Topic 7: •
- Importance of meeting attachments as an integral part of the minutes. Topic 8: •
- Evaluating new concepts and practices and sharing experiences. Reflection & Review: •

## Day 3: Board Procedures

- Boardroom: board and committee meetings. Topic 1: •
- When board/committee decisions are needed. Topic 2: •
- Validity of board and committee decisions. Topic 3: •
- Issuing decisions in urgent matters Circulation. Topic 4: •
- Proxies in board meetings. Topic 5: •
- Calculating quorum in board meetings, decisions during meetings, and by circulation. Topic 6: •
- Board and committee meeting reports. Topic 7: •
- Discussion of meeting outcomes and ways to improve processes. Reflection & Review: •

## Day 4: Governance of General Assemblies and Board/Committee Meetings

- General assemblies - their types and functions. Topic 1: •
- Calling for general assemblies and board/committee meetings. Topic 2: •
- Managing general assemblies and board/committee meetings. Topic 3: •
- Proxies in general assemblies and board/committee meetings. Topic 4: •
- Writing minutes for general assemblies. Topic 5: •
- Important regulations and policies for board/committee meetings. Topic 6: •
- Transparency and disclosure: best practices. Topic 7: •
- Governance of conflict of interest and related party transactions. Topic 8: •
- Discussion of procedures and practical applications. Reflection & Review: •

## Day 5: Risk Management and Legal Responsibilities

- Authority matrix and the principle of separation of duties. Topic 1: •
- Powers of Attorney PoA and how to reduce reliance on them. Topic 2: •
- Tort liability of board and committee members. Topic 3: •
- Directors and Officers D&O Insurance: protecting board members and senior executives. Topic 4: •
- Skills in dealing with board members and major shareholders. Topic 5: •
- The suitability of the role of board and committee secretaries and its future. Topic 6: •
- Comprehensive evaluation of the course and key takeaways. Reflection & Review: •

## How This Course is Different from Other boards and committees Courses:

This course stands out by focusing on not only providing theoretical knowledge but also offering practical, interactive applications. It uses the latest training techniques and provides unique tools to help build and develop the essential skills required to represent institutions effectively and confidently. The course includes realistic simulations of the challenges participants may face in meetings and committees, offering a comprehensive and integrated learning experience.

## فئات الدورات التدريبية

|                                                    |                                                     |
|----------------------------------------------------|-----------------------------------------------------|
| الدورات التدريبية في مجال البيئة والاستدامة        | دورات إدارة الجودة وتطوير العمليات                  |
| دورات إدارة و تحليل البيانات ودورات علم البيانات   | دورات إدارة و تطوير الموارد البشرية                 |
| دورات الذهن السيرياني ودورات تقنية المعلومات       | دورات الاتصال الجماهيري و السياسات والعلاقات العامة |
| دورات التدريب القانوني والهشتريات والتعاقدات       | دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات |
| دورات الحوكمة وإدارة المخاطر والامتثال             | دورات السكرتارية و إدارة المكاتب                    |
| دورات الصحة والسلامة والذهن المهني                 | دورات الصيانة ودورات المجالات الهندسية المتنوعة     |
| دورات المحاسبة و التهويل و دورات الإدارة المالية   | دورات المهارات الشخصية وتطوير الذات                 |
| دورات في مجالات القيادة والإدارة                   | دورات معتمدة من قبل هيئات دولية                     |
| دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية |                                                     |



## معدن التدريب

|                                      |                                         |                                    |
|--------------------------------------|-----------------------------------------|------------------------------------|
| أكرا<br>غانا                         | أثينا<br>اليونان                        | أبوظبي<br>الإمارات العربية المتحدة |
| الجبيل<br>المملكة العربية السعودية   | استنبول<br>تركيا                        | أهستردام<br>هولندا                 |
| الرياض<br>المملكة العربية السعودية   | الدوحة<br>قطر                           | الدار البيضاء<br>المغرب            |
| المنامة<br>مملكة البحرين             | الكويت<br>الكويت                        | القاهرة<br>مصر                     |
| بانكوك<br>تايلند                     | باكو<br>أذربيجان                        | باريس<br>فرنسا                     |
| برلين<br>ألمانيا                     | برشلونة<br>إسبانيا                      | براغ<br>جمهورية التشيك             |
| تيليسي<br>جورجيا                     | بوكيت<br>تايلاند                        | بورتو<br>البرتغال                  |
| جنيف<br>سويسرا                       | جاكارتا<br>جمهورية إندونيسيا            | تورنتو<br>كندا                     |
| روما<br>إيطاليا                      | دبي<br>الإمارات العربية المتحدة         | جوهانسبرغ<br>جنوب أفريقيا          |
| سنغافورة<br>سنغافورة                 | سان دييغو<br>الولايات المتحدة الأمريكية | زنجان<br>تنزانيا                   |
| شيكاغو<br>الولايات المتحدة الأمريكية | نهر الشيخ<br>مصر                        | سيول<br>كوريا الجنوبية             |
| طوكيو<br>اليابان                     | طشقند<br>أوزبكستان                      | طرابزون<br>تركيا                   |
| فرانكفورت<br>ألمانيا                 | عن بعد<br>منصة زووم                     | عمان<br>المملكة الأردنية الهاشمية  |



## مدن التدريب

|                          |                                       |                    |
|--------------------------|---------------------------------------|--------------------|
| كيب تاون<br>جنوب افريقيا | كوالالمبور<br>ماليزيا                 | فيينا<br>النمسا    |
| لندن<br>المملكة المتحدة  | لشبونة<br>البرتغال                    | لانكاوي<br>ماليزيا |
| مسقط<br>سلطنة عمان       | هدريد<br>اسبانيا                      | ماربيا<br>اسبانيا  |
| ميونخ<br>ألمانيا         | ميلان<br>إيطاليا                      | مونترو<br>سويسرا   |
|                          | نيويورك<br>الولايات المتحدة الأمريكية | نيروبي<br>كينيا    |