



دورة أمين سر مجلس الإدارة: مهارات السكرتاريا التنفيذية لكبار الشخصيات



AGILE LEADERS
Training Center

02 - 06 Feb 2027
برشلونة

دورة أمهين سر مجلس الإدارة: مهارات السكرتاريا التنفيذية لكبار الشخصيات

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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

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 والهشتريرات 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 غانا	أثينا اليونان	أبوظبي الإمارات العربية المتحدة
الجبيل المملكة العربية السعودية	استنبول تركيا	أهستردام هولندا
الرياض المملكة العربية السعودية	الدوحة قطر	الدار البيضاء المغرب
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برلين ألمانيا	برشلونة إسبانيا	براغ جمهورية التشيك
تيليسي جورجيا	بوكت تايلاند	بورتو البرتغال
جنيف سويسرا	جاكارتا جمهورية إندونيسيا	تورنتو كندا
روما إيطاليا	دبي الإمارات العربية المتحدة	جوهانسبرغ جنوب أفريقيا
سنغافورة سنغافورة	سان دييغو الولايات المتحدة الأمريكية	زنجان تنزانيا
شيكاغو الولايات المتحدة الأمريكية	شرم الشيخ مصر	سيول كوريا الجنوبية
طوكيو اليابان	طشقند أوزبكستان	طرابزون تركيا
فرانكفورت ألمانيا	عن بعد منصة زووم	عمان المملكة الأردنية الهاشمية



مدن التدريب

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