Board Secretariat & Corporate Governance Intensive: 10-Day Training

31 Aug - 11 Sep 2027
Amsterdam

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Training Center

Board Secretariat & Corporate Governance Intensive: 10-Day Training

Ref.: 103600461_66260 **Date:** 31 Aug - 11 Sep 2027 **Location:** Amsterdam **Fees:** 10000 **Euro**

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

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Targeted Industries

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

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

This course employs a **blended, experiential approach** combining:

- 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

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Course Agenda

Day 1: Foundations of Corporate Governance

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

Day 2: The Role and Responsibilities of the Board Secretary

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

Day 3: Board Meeting Planning and Preparation

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

Day 4: Conducting and Managing Board Meetings

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

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Day 5: Governance, Risk, and Compliance Integration

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

Day 6: Crisis, Disclosure, and Conflict Management

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

Day 7: Board Evaluation and Performance Enhancement

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

Day 8: Strategic Governance and Organizational Alignment

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

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Day 9: Leadership and Communication for Governance Professionals

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

Day 10: The Future of Governance and Digital Transformation

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

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.

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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.

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- Certified Courses By International Bodies
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- IT Security Training & IT Training Courses
- Leadership and Management Training Courses
- Legal Training, Procurement and Contracting Courses
- Maintenance Training and Engineering Training Courses
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