

Councils and Committees Operations Specialists Training Course

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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

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

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Day 2: Preparing Minutes and Agendas

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

Day 3: Board Procedures

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

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

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

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Day 5: Risk Management and Legal Responsibilities

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

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.

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- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
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- IT Security Training & IT Training Courses
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- Personal & Self-Development Training Courses

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- Secretarial and Administration Training Courses
- Shipping, Maritime and Ports Training Courses

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