

Corporate Stewardship and Company Secretary Training Course

27 September – 1 October 2027
Accra

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Training Center

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Ref: 144_113923 **Date:** 27 September – 1 October 2027 **Location:** Accra **Fees:** 4850 Euro

Course Overview

Corporate Stewardship and Company Secretary Training Course is a one-week course for company secretaries, governance officers, legal administrators, board support professionals, and senior staff who leave with a Corporate Stewardship Control Plan. Participants connect governance calendars, entity records, board and committee support, decision documentation, delegated authorities, recurring obligations, corporate actions, stakeholder reporting, and assurance through an enterprise case. The course extends beyond meeting administration into controlled entity governance. Corporate stewardship and company-secretarial practice are taught by Agile Leaders Training Center.

Who Should Attend

- Company-secretarial functions responsible for entity governance records and recurring obligations
- Governance functions responsible for calendars, authorities, conflicts, and assurance evidence
- Legal administration functions responsible for corporate actions, changes, and filing coordination
- Board support functions responsible for papers, decisions, resolutions, and action records
- Corporate reporting functions responsible for stakeholder and governance information

The course assumes participants already support corporate governance or entity administration and leaves out introductory secretarial skills and director-level governance leadership.

Departments and Industries

The course supports company-secretarial stewardship across commercial, regulated, professional, and member-based organizations.

- Company secretariat, governance, and legal administration
- Banking, insurance, and professional services
- Manufacturing, energy, and infrastructure groups
- Healthcare, education, and nonprofit organizations
- Technology, telecommunications, and multi-entity businesses

Learning Objectives

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

- Analyze company-secretarial scope, authorities, and governance risks
- Build governance calendars and entity-record controls
- Apply board, committee, and decision-documentation procedures
- Use delegated-authority and corporate-action controls
- Evaluate obligation, stakeholder, and assurance evidence
- Build a Corporate Stewardship Control Plan

Course Agenda

Day 1: Company-Secretarial Mandate and Governance Calendar

- Company Secretary Scope and Authority Map
- Entity Governance Architecture
- Annual Governance and Obligation Calendar
- Governance Stakeholder and Escalation Matrix
- Corporate Stewardship Risk Register

Day 2: Board Support and Decision Records

- Board and Committee Workplan
- Board Paper Intake and Quality Checklist
- Agenda and Authority Alignment Map
- Minutes and Resolution Approval Workflow
- Decision and Action Closure Register

Day 3: Entity Records and Corporate Actions

- Entity Record Inventory
- Officer and Delegated Authority Matrix
- Corporate Action Approval Checklist
- Obligation Filing and Evidence Register
- Entity Change and Record Reconciliation Log

Day 4: Stakeholder Reporting and Assurance

- Conflict and Interest Disclosure Register
- Stakeholder Governance Reporting Map
- Company Secretary Reporting Pack
- Governance Exception and Remediation Log
- Secretariat Control and Assurance Review

Day 5: Corporate Stewardship Practice

- Mandate and Calendar Design Exercise
- Board Decision Documentation Simulation
- Entity Record and Authority Control Exercise
- Reporting and Assurance Review Exercise
- Capstone Corporate Stewardship Control Plan

Practical Exercises

The course uses suggested activities based on board, entity, and governance-control responsibilities.

- Suggested activity: convert recurring entity obligations into a governed annual calendar
- Suggested activity: review a board paper, resolution, and action record for control gaps
- Suggested activity: reconcile an officer change across authorities, records, and evidence
- Suggested activity: prepare a stewardship report covering exceptions and remedial actions

FAQs

Who does the Corporate Stewardship and Company Secretary Training Course suit?

The course suits professionals who already support boards, entity records, corporate actions, governance obligations, or stakeholder reporting and need an integrated stewardship-control method.

How does corporate stewardship differ from board-secretary operations?

Corporate stewardship includes entity records, authorities, obligations, corporate actions, stakeholder reporting, and assurance, while board-secretary operations concentrate mainly on board papers, meetings, minutes, decisions, and follow-up.

What is a Corporate Stewardship Control Plan?

A Corporate Stewardship Control Plan links mandate, governance calendar, entity records, decision documentation, authorities, corporate actions, obligations, stakeholder reporting, exceptions, and assurance reviews.

What records should a company-secretarial function control?

A company-secretarial function should control entity particulars, officer records, authorities, governance calendars, board and committee records, resolutions, corporate actions, obligation evidence, conflicts, disclosures, decisions, and closure evidence.

How should a company secretary report governance exceptions?

A company secretary should report the requirement, exception, owner, risk, evidence, corrective action, due date, decision needed, escalation status, and closure confirmation.

Conclusion

Participants take back a Corporate Stewardship Control Plan linking governance calendars, board records, entity information, authorities, obligations, corporate actions, reporting, and assurance. The plan creates one control view of company-secretarial work. It helps teams protect decision evidence, coordinate entity responsibilities, expose exceptions, and provide governance information suitable for executive review.