



## **Chairman's Office Governance and Executive Coordination Training Course**

14 – 18 June 2027  
Montreux

## Chairman's Office Governance and Executive Coordination Training Course

**Ref:** 177\_116411 **Date:** 14 – 18 June 2027 **Location:** Montreux **Fees:** 7500 Euro

### Course Overview

Chairman's Office Governance and Executive Coordination Training Course is a five-day advanced course for professionals supporting the chair and board leadership, who leave with a Chairman's Office Governance Control Book. Participants connect chairman priorities with governance cadence, board and committee calendars, confidential briefing packs, stakeholder liaison, protocol, escalation, correspondence assurance, and decision follow-through. The course treats the office as a coordination hub rather than a general administrative unit. Chairman's office governance is taught by Agile Leaders Training Center.

### Who Should Attend

- Chairman's office functions responsible for priorities, briefings, and confidential workflow
- Board coordination functions responsible for calendars, papers, decisions, and action follow-through
- Executive support functions responsible for correspondence assurance, protocol, and stakeholder access
- Governance secretariat functions responsible for committee interfaces and controlled records
- Senior administration functions responsible for escalation routes and executive coordination

The course assumes participants already support senior leadership or governing-body activity and leaves out director duties, legal advice, and general office-software instruction.

### Departments and Industries

The course supports chairman's office governance across corporate groups, public institutions, financial services, utilities, healthcare, and nonprofit organizations.

- Chairman's and board offices
- Corporate governance and company secretariat functions
- Executive administration in financial services and utilities
- Leadership support in healthcare and education
- Governing offices in public and nonprofit institutions

### Learning Objectives

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



- Analyze the chair-board-management interface and its operating boundaries
- Prioritize chairman commitments through a governance cadence
- Build briefing packs and correspondence assurance controls
- Apply stakeholder liaison, protocol, and confidentiality methods
- Evaluate escalation routes and decision follow-through
- Build a Chairman's Office Governance Control Book

## **Course Agenda**

### **Day 1: Governance Interface and Priorities**

- Chair-Board-Management Interface Map
- Chairman's Mandate and Priority Register
- Reserved Matters Reference Matrix
- Office Role and Authority Boundary Chart
- Governance Cadence Planning Canvas

### **Day 2: Calendars and Briefing Control**

- Board and Committee Master Calendar
- Chairman's Commitment Prioritization Grid
- Confidential Briefing Pack Quality Checklist
- Pre-Meeting Readiness Review Method
- Information Gap and Clarification Log

### **Day 3: Stakeholders and Executive Liaison**

- Stakeholder Access and Liaison Map
- Protocol Requirement Planning Sheet
- Confidentiality Classification and Handling Guide
- Chair-Executive Communication Route Matrix
- External Engagement Briefing Note Template

### **Day 4: Decisions and Assurance**

- Board Decision and Action Tracker
- Escalation Threshold and Route Matrix
- Executive Correspondence Assurance Checklist
- Commitment Follow-Through Dashboard
- Chairman's Office Exception Register



## **Day 5: Chairman's Office Practice**

- Governance Cadence Conflict Simulation
- Confidential Briefing Pack Review Exercise
- Stakeholder Protocol Scenario Exercise
- Decision Escalation and Follow-Through Exercise
- Capstone Chairman's Office Governance Control Book

## **Practical Exercises**

The course uses suggested activities drawn from corporate groups, public institutions, financial services, and nonprofit governing offices.

- Suggested activity: reconcile chairman priorities with board, committee, and executive calendars
- Suggested activity: review a confidential briefing pack for gaps, routing, and readiness
- Suggested activity: map a sensitive stakeholder engagement with protocol and escalation controls
- Suggested activity: recover an overdue board decision through an action and assurance trail

## **FAQs**

### **Who does the Chairman's Office Governance and Executive Coordination Training Course suit and what does it assume?**

The course suits professionals who already coordinate senior leadership or governing-body activity and need advanced controls for priorities, briefings, stakeholders, decisions, and confidential workflow.

### **How does chairman's office governance differ from general executive office management?**

Chairman's office governance concentrates on the chair-board-management interface, governance cadence, confidential board briefings, protocol, escalation, and decision follow-through rather than routine diary, travel, and office-service administration.

### **What belongs in a Chairman's Office Governance Control Book?**

A Chairman's Office Governance Control Book contains priority, calendar, briefing, stakeholder, protocol, correspondence, escalation, decision, commitment, and exception controls with named ownership and status.

### **How should a chairman's office control confidential briefing packs?**

Confidential briefing packs are controlled through defined ownership, information classification, source checks, issue summaries, decision requirements, access restrictions, version status, and readiness confirmation.



## **How should a chairman's office track board decisions without replacing the board secretariat?**

The chairman's office should maintain a liaison-level decision and action view, while the authorized secretariat retains the official record, minutes, resolutions, and governance archive.

### **Conclusion**

Participants take back a Chairman's Office Governance Control Book connecting priorities, calendars, briefings, stakeholders, protocol, correspondence, escalation, and decisions. It gives the office a visible operating rhythm and an assurance trail for commitments. The control book improves coordination at the chair-board-management interface without replacing formal secretariat authority.