



Navigating Board Membership: Board Member Training and Certification

3 – 7 January 2027
Accra



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The Board Member Course Overview:

Welcome to 'The Board Member', an engaging board member certification course designed to enhance your board member skills. Our course offers a comprehensive board member training program covering various aspects of board responsibilities, including the board of directors course. 'The Board Member' focuses on new board member training, making it an ideal starting point for individuals taking on this role. A distinctive feature is the use of a board member skills matrix to evaluate and improve your capabilities. Besides, our board of directors in-person training adds a hands-on, interactive element to the experience. Finally, we provide governance training for board of directors, ensuring an understanding of this key aspect of board operations.

Target Audience:

- Prospective and new board members seeking board member training to enhance their knowledge.
- Experienced board members interested in a board member certification course to refresh their skills and knowledge.
- Senior executives preparing for a board of directors course to transition into board roles.
- Compliance and governance officers looking to understand the governance training for board of directors.

Targeted Organizational Departments:

- Board of Directors: to enhance their board member skills and understand their roles and responsibilities better.
- Governance and Compliance: to improve their understanding of board operations and ensure board of directors compliance training is in line with regulatory requirements.
- Information Technology: to ensure alignment of technology strategy with board vision and enable effective cyber security training for board of directors.

Targeted Industries:

- Banking and Financial Services: High regulatory scrutiny and the need for robust governance practices make this course crucial.
- Technology: With growing cybersecurity threats, understanding governance in the context of digital risks is crucial.
- Non-Profit: To ensure compliance and accountability to stakeholders and donors, board member training programs are highly beneficial.
- Healthcare: To navigate complex regulations and patient privacy requirements, a board member course like this would be invaluable.

Course Offerings:

- Understanding the roles and responsibilities of board members.
- Building a strong board member skills matrix.
- Preparing for board of directors skills assessment.
- Enhancing understanding of corporate governance and compliance.
- Cyber security essentials for board members.

Training Methodology:

'The Board Member' utilizes various training methodologies, including case studies, group work, interactive sessions, and reflection & review sessions, enhancing the learning experience. The board member training courses will be facilitated through board of directors in-person training sessions, supplemented with online resources for flexible learning.

Course Toolbox:



- Workbook for 'The Board Member' course.
- Software for virtual collaboration during board of directors in-person training.
- Reading materials for the board of directors course.
- Online resources for continued learning and new board member training.
- Checklist for regular self-assessment of board member skills.
- Templates for governance and compliance documents.
- **Resources**
 - Resource 1 - Draft Duty Statements
 - Resource 2 - Draft CEO Appraisal Processes
 - Resource 3 - Register of Interests
 - Resource 4 - Corporate Governance Charters Gavin Nicholson and Geoffrey Kiel
 - Resource 5 - Sample Legal Compliance Policy Elizabeth Jameson
 - Resource 6 - Insurance Myles McGregor-Lowndes
 - Resource 7 - Committee Structures
 - Resource 8 - A Board Recruitment Process
- **Checklists**
 - Checklist 1 - Strategic Planning
 - Checklist 2 - Marketing
 - Checklist 3 - Human Resources
 - Checklist 4 - Board Meetings
 - Checklist 5 - Chairing
 - Checklist 6 - Legal Compliance
 - Checklist 7 - Risk Management
 - Checklist 8 - Finance
 - Checklist 9 - Fundraising
 - Checklist 10 - Monitoring and Evaluation
 - Checklist 11 - Board Recruitment and Succession Planning
 - Checklist 12 - CEO Recruitment
 - Checklist 13 - Board Motivation
 - Checklist 14 - Governance Standards

Course Agenda:

Day 1: Introduction and The Job of the Board

- Topic 1: Understanding the role of a board member and the job of the board.
- Topic 2: Analysing the board member skills matrix and preparing for board of directors skills assessment.
- Topic 3: Exploring the dynamics of the board of directors course and board of directors training.
- Reflection & Review: Reflect on the importance of a board member course and discuss experiences with new board member training.



Day 2: Strategic Direction and Compliance

- Topic 1: Understanding the board's role in setting strategic direction, part of the board of directors certification course.
- Topic 2: Ensuring compliance and understanding board of directors compliance training.
- Topic 3: Interactive session on board member training program emphasizing on strategic thinking and compliance.
- Reflection & Review: Reflect on governance training for board of directors and discuss personal strategies for effective compliance.

Day 3: Risk, Reward, and Decision-making

- Topic 1: Risk and reward understanding, crucial board member skills for strategic decision-making.
- Topic 2: Analyzing board information and enhancing decision-making processes.
- Topic 3: Case study discussions on decision-making in board member training courses.
- Reflection & Review: Reflect on the day's learning and brainstorm on applying board member skills in decision-making.

Day 4: CEO Relations, Chairmanship, and Fundraising

- Topic 1: Understanding the dynamics between the CEO and the board - a vital topic in the board of directors course.
- Topic 2: Effective chairmanship skills and board of directors in-person training for improving leadership.
- Topic 3: Fundraising strategies as part of the board member training program.
- Reflection & Review: Reflect on the governance training for board of directors and discuss personal strategies for fundraising.

Day 5: Performance Monitoring, Accountability, and Team Building

- Topic 1: Importance of performance monitoring in board member training.
- Topic 2: Understanding accountability in the board of directors training curriculum.
- Topic 3: Team-building strategies for effective board member skills.
- Reflection & Review: Reflect on the learnings from the board member course and prepare for future board member certification course.



How This Course is Different from Other Board Members Training Courses:

'The Board Member' stands out from other board member training programs with its comprehensive, interactive approach. The focus on new board member training, coupled with board member certification, ensures participants are well-prepared for their roles. The inclusion of a board member skills matrix, in-depth board of directors in-person training, and a robust course toolbox are unique elements that make this course the top choice for those seeking board membership skills.