

Certificate in Corporate Governance Best Practice

Enhance Investor Confidence Through Improved Accountability and Transparency

On this Course, You Will:

1. **Understand** why good governance is important
2. **Be able** to measure your organisation's Corporate Governance status and key gaps
3. **Define** and interpret the roles and responsibilities for key players
4. **Develop** an understanding of how to deal with Corporate Governance dilemmas
5. **Understand** how to practically introduce a sound governance regime in your organisation

21 – 24 February 2021 | 10:30 - 16:00 GST



Sharon Ditchburn

Managing Director
Capital Advantage

COURSE INFORMATION

Meet Your Expert Course Leader



Sharon Ditchburn

Managing Director, Capital Advantage

Sharon Ditchburn is a Certified Practicing Accountant, Fellow of Chartered Secretaries Australia and ICSA (UK), and holds legal qualifications from Australia, as well as an MBA specialising in Corporate Governance, Entrepreneurship and Strategy.

She is one of the few individuals in the GCC certified by the IFC/World Bank to deliver their Director Development Programmes and has been delivering Corporate Governance advisory and training programmes throughout the GCC since 2005.

Sharon has wide ranging experience at senior management level, including as a CFO and Company Secretary in Australia and the UAE. Since 2004, she has worked with a wide range of listed, private and government owned enterprises in the GCC, including financial institutions, stock exchanges, private industrial firms, government departments and family owned businesses. Sharon is also an Authorised Individual by the DFSA with various regulated entities, including investment banks, brokerages, trust companies and wealth managers.

Continuing Professional Development (CPD)



Established in 1996, The CPD Certification Service is the independent CPD accreditation centre working across all sectors, disciplines and further learning applications and supports policies of institutional and professional organisations globally.

CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. This course is an accredited Continuing Professional Development (CPD) training which means it meets CPD standards and benchmarks. The learning value has been scrutinised to ensure integrity and quality.

Who Should Attend

This unique course is designed for those professionals whose responsibility it is to introduce good Corporate Governance into an organisation. This encompasses many different levels of seniority as well as various business functions.

Course Overview

In recent years regulators and legislators have intensified their focus on how businesses are being run. New Corporate Governance measures that are beneficial for both stakeholders and controllers have been brought forth. This course will help you adopt a mechanism for effective governance in your organisation. You will be able to implement best practice on corporate management.

This course is designed for both directors, management, and those with responsibilities for introducing Corporate Governance into organisations. This unique course addresses the principal components of good Corporate Governance. You will be able to enhance investor confidence through improved accountability and transparency.

You will understand what Corporate Governance is and why it is important. You will study the international governance frameworks and get up-to-speed with MENA Corporate Governance codes. You will discuss corporate failures to know what the failures were and what should have been done to avoid those failures. You will examine the Board's relationship with Risk Guidelines for effective fraud prevention. You will learn how you can implement a compliance strategy programme in your organisation.

Course Methodology

The course will consist of a combination of live online training, case studies, real examples and group discussions.

Course Requirements And Certificates

Delegates must meet two criteria to be eligible for an Informa Certificate of Completion for a course:

1. Satisfactory attendance – delegates must attend all sessions of the course. Delegates who miss more than 1 hour of the course sessions will not be eligible to sit the course assessment
2. Successful completion of the course assessment

Delegates who do not meet these criteria will receive an Informa Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended. The certificate provided will be in soft copy.

Course Assessment

At the end of the course, there will be a multiple-choice exam of straight-forward questions based on the content covered during the course. A pass mark of 50%, in addition to a perfect attendance record and active participation during the course sessions is required to be awarded the Certificate of Completion from Informa. Should you wish not to take the test, you will receive a Certificate of Attendance from Informa based on your full attendance of the course.

COURSE OUTLINE

Course Timing: This Live Online course will commence at 10:30 and conclude at 16:00 each day. The daily schedule will consist of three sessions of 90 minutes, with two breaks of 30-minute duration between the sessions.

Regulatory Framework

- Introduction and background
- What is Corporate Governance?
- Why Corporate Governance?

International Standards

- The OECD Model
- The World Bank/IFC
- Other international frameworks

An Introduction To Governance Frameworks

- A prescriptive approach – the US
- A principles-based approach – the UK
- Corporate Governance in the MENA region
- Update on MENA Corporate Governance codes
- Update on Corporate Governance in the global context

IFC Governance Models

- Private sector
- Public sector
- Family-owned businesses

Corporate Governance and Islamic Financial Services

- Guiding principles
- Compliance with Sharia rules and principles
- Rationale and objectives

Group Discussion

- A regional approach to Corporate Governance
- What works best for us?
- Principles or prescriptive?
- Are cultural issues a problem, or an excuse?
- What does the international environment mean to us?

Essential Elements of Corporate Governance

Roles and Responsibilities

- Shareholders
- The Board
- The Company Secretary
- Senior management
- Re-designing the organisational chart
- Stakeholders

Practical Session – Board Practice

- Forming and running a Board
- Meeting
- Preparation
- Dilemmas and decisions
- Board evaluation
- Board dissent

The Audit Committee

- Recruitment/selection of members
- Independence
- Roles and responsibilities

Audit Responsibilities

- External audit
- Internal audit
- Relationships

Other Board Committees

- Nominations
- Remuneration
- Risk
- Corporate Governance

Enterprise Risk Management

- The Board's relationship with risk
- Organisational performance
- IISO 31000 and COSO
- Balanced Scorecard
- Risk mapping
- Toolkit

COURSE OUTLINE (CONTINUED)

Fraud Risk Management

Ethics

- Ethical dilemmas
- Ethics policies
- Industry examples

Fraud, Corruption and Bribery

- International laws and sanctions
- Corporate penalties and defences
- Guidelines for effective fraud prevention
- Implementing a compliance programme

Management Assessment Of Internal Controls

- Principles and practices
- Control risk assessment
- Disclosure and transparency

Practical Session – Policies And Procedures

- Fraud policy statement
- Fraud response plan
- Whistleblowing policy
- Hospitality and gifts
- Industry examples

The Company Secretary Toolkit

- Agendas, calendars
- Board packs
- Minutes
- Supporting a meeting
- Follow up
- Internal reporting
- Shareholder reporting

Practical Session – Stakeholder Analysis

- Stakeholder types
- Stakeholder mapping

Board Evaluation

- Techniques and toolsRegulatory reporting
- Regulatory reporting

A Strategy For Corporate Governance Implementation

Practical – IFC Progression Matrix

- Private sector
- Public sector
- Family-owned businesses

First Impressions

- Assessing the risks
- Priorities and resources
- Choosing a model
- Internal assessment
- Moving to the next level
- Looking for management buy-in

Group Discussion

- How does your organisation measure up?
- Are there national issues?
- Do you have management support?
- Is this just a PR exercise?

Introducing A Corporate Governance Improvement Programme

- Preparing your report
- Drafting your plan
- Agreeing on the timetable

Implementing Your Strategy

- Documenting your programme
- Setting priorities and targets
- Managing the programme

"This is one of the most relevant courses for all audit professionals. I would suggest all relevant functions to attend this at the beginning of their roles; so, they adopt best methodology possible".

Head of Internal Audit, Abunayyan Holding Company, Saudi Arabia

"Sharon Ditchburn is on top of the topics covered on the Course. She is fully familiar with the contexts of the Middle East region. She has a smooth and easy-to-understand way of communicating. The Course covered a range of topics across various industries."

Senior Advisor – Business Strategy, ADCO, UAE

CERTIFICATE IN CORPORATE GOVERNANCE BEST PRACTICE

Date	Price
21 – 24 February 2021	US\$ 1,940

Pricing excludes 5% VAT, charged where applicable

WAYS TO REGISTER

Tel: +971 4 408 2894 | Email: register-mea@informa.com
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DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE

Call: +971 4 408 2864
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Earn your Digital Certification and broadcast your achievement to your peers

Enhance your professional presence online - create a custom message and let everyone know why your accomplishment is important on all your social platforms

Offers are valid on full price

Payment to be settled before start of the course to avail the offer

Not applicable in conjunction with corporate discounts

Delegates with full attendance and successful assessment completion, receives an Informa Certificate of Completion and a digital Certificate of Continuing Professional Development (CPD UK). The certificate provided will be in soft copy.

All registrations are subject to our terms and conditions which are available at **www.informamea.com/terms**. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

CANCELLATION

If you are unable to attend and cancel 5 days prior to the course start date, a replacement delegate will be welcomed in your place, or a 20% charge will be applied in case the participant is a no-show.

Cancellation within 5 days of the course start date or if you fail to attend the event will be 100% payable. All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation.

Due to unforeseen circumstances, Informa Connect reserves the right to cancel the course, change the programme, alter the venue, speaker or topics.

All registrations are subject to acceptance by Informa Middle East which will be confirmed to you in writing. For full details, please visit **www.informa-mea.com**

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