

Board Dynamics			
Month	Date	Chapter	
March	07	Introduction	
		Ch. 1	The emergence of board dynamics in governance
		Ch. 2	Governance structures
		Ch. 3	Board director demographics and attributes
Self-Study			
March	21	Ch. 4	Psychology of the board
		Ch. 5	Board decision-making
		Ch. 6	Stakeholder conversations
April	04	<b>Study and Examination Technique Session</b>	
Self-Study			
April	18	Ch. 7	Culture in the boardroom
		Ch. 8	Diversity in the boardroom
		Ch. 9	The effect of meeting design on boardroom dynamics
Self-Study			
May	02	Ch. 10	Effecting change in the boardroom
		Ch. 11	Effective talent management
		Ch. 12	Board evaluation
Self-Study			
May	16	Ch. 13	Cultural differences in boardroom dynamics
		Ch. 14	Developing behavioural agility
		Ch. 15	Maintaining personal resilience
Self-Study			
June	06	<b>Revision Day</b>	
Self-Study			
FINAL REVISION	<b>EXAM DATE</b>		<b>11 June 2021, Friday</b>

Corporate Governance			
Month	Date	Chapter	
March	08	Introduction	
		Ch. 1	Definitions and issues in corporate governance
		Ch. 2	Corporate governance in the UK
		Ch. 3	Role of the company secretary in governance
Self-Study			
March	22	Ch. 4	Other governance issues
		Ch. 5	Director's duties and powers
		Ch. 6	The role and membership of the board of directors
Self-Study			
April	05	Ch. 7	Board composition and succession planning
		Ch. 8	Board effectiveness
		Ch. 9	Financial reporting to stakeholders and external audit
Self-Study			
April	19	<b>Study and Examination Technique Session (Online)</b>	
Self-Study			
May	03	Ch. 10	Corporate social responsibility, sustainability and business ethics
		Ch. 11	Corporate responsibility and reporting on non-financial issues
		Ch. 12	Systems of risk management and internal control
Self-Study			
May	17	Ch. 13	Risk structures, policies, procedures and compliance
		Ch. 14	Shareholders rights and engagement
		Ch. 15	Board engagement with shareholders and other stakeholders
		Ch. 16	Remuneration of directors and senior executives
Self-Study			
May	31	<b>Revision Day</b>	
Self-Study			
FINAL REVISION	<b>EXAM DATE</b>		<b>08 June 2021, Tuesday</b>

Company Compliance & Administration				
Month	Date	Chapter		
March	01	Introduction		
		Ch. 1	The role of the company secretary	
		Ch. 2	The directors	
		Ch. 3	Effective board practices	
Self-Study				
March	15	Ch. 4	The members	
		Ch. 5	Company compliance	
		Ch. 6	Annual or integrated report	
Self-Study				
March	29	Study and Examination Technique Session		
Self-Study				
April	12	Ch. 7	External audit	
		Ch. 8	Securities exchange listing regime	
		Ch. 9	Maintenance of records	
Self-Study				
April	26	Ch. 10	Company secretarial software	
		Ch. 11	Minutes and minute books	
		Ch. 12	Oversight by regulators	
Self-Study				
May	10	Ch. 13	Regulation and disclosure	
		Ch. 14	Meetings of shareholders and members	
		Ch. 15	Meetings of the board and its committees	
		Ch. 16	Shares, share capital, share register and debt capital	
Self-Study				
FINAL REVISION	May	24	Revision Day	
	Self-Study			
EXAM DATE		04 June 2021, Friday		

Development of Strategy				
Month	Date	Chapter		
March	09	Introduction		
		Ch. 1	The nature of strategy and planning	
		Ch. 2	Strategic management	
		Ch. 3	Developing strategy	
Self-Study				
March	23	Ch. 4	The external environment	
		Ch. 5	Strategic capability and competencies	
		Ch. 6	Strategy and organisational culture	
April	06	Study and Examination Technique Session		
Self-Study				
April	20	Ch. 7	The governing body and strategy	
		Ch. 8	Expressing organisational purpose	
		Ch. 9	Business ethics and social responsibility	
Self-Study				
May	04	Ch. 10	Strategic choices	
		Ch. 11	Strategy development	
		Ch. 12	Organisational structure and design	
Self-Study				
May	18	Ch. 13	Strategic control and performance management	
		Ch. 14	Managing strategic change – the process dynamic	
		Ch. 15	Managing strategic change – the people dynamic	
Self-Study				
FINAL REVISION	June	01	Revision Day	
	Self-Study			
EXAM DATE		10 June 2021, Thursday		

Risk Management			
Month	Date	Chapter	
March	02	Introduction	
		Ch. 1	The global risk environment
		Ch. 2	Regulatory frameworks
		Ch. 3	Sector regulators
Self-Study			
March	16	Ch. 4	Risk management frameworks and standards
		Ch. 5	Key risk management concepts
		Ch. 6	Risk management as a foundation of organisational success
Self-Study			
March	30	Study and Examination Technique Session	
Self-Study			
April	13	Ch. 7	Risk management processes, perspectives and responsibilities
		Ch. 8	Frameworks for governance, risk and compliance
		Ch. 9	Evaluating and reporting risk
Self-Study			
April	27	Ch. 10	Risk culture, appetite and tolerance
		Ch. 11	Compliance management
		Ch. 12	Risk control strategies
Self-Study			
May	11	Ch. 13	Risk management in practice
		Ch. 14	Trends and future developments for risk management
		Ch. 15	More trends and future developments for risk management
Self-Study			
FINAL REVISION	May	25	Revision Day
Self-Study			
EXAM DATE		09 June 2021, Wednesday	

Interpreting Financial and Accounting Information			
Month	Date	Chapter	
February	24	Introduction	
		Ch. 1	The regulatory framework and the role of International Financial Reporting Standards
		Ch. 2	The Conceptual Framework of Financial Reporting
		Ch. 3	Preparation and presentation of single entity financial statements
Self-Study			
March	10	Ch. 4	Risk management frameworks and standards
		Ch. 5	Key risk management concepts
		Ch. 6	Risk management as a foundation of organisational success
Self-Study			
March	24	Ch. 7	Risk management processes, perspectives and responsibilities
		Ch. 8	Frameworks for governance, risk and compliance
		Ch. 9	Evaluating and reporting risk
Self-Study			
April	07	Study and Examination Technique Session	
Self-Study			
April	21	Ch. 10	Risk culture, appetite and tolerance
		Ch. 11	Compliance management
		Ch. 12	Risk control strategies
Self-Study			
May	05	Ch. 13	Risk management in practice
		Ch. 14	Trends and future developments for risk management
		Ch. 15	More trends and future developments for risk management
Self-Study			
FINAL REVISION	May	19	Revision Day
Self-Study			
EXAM DATE		03 June 2021, Thursday	

Company Law			
Month	Date	Chapter	
February	24	Introduction	
		Ch. 1	Sources of company law and governance
		Ch. 2	Business structures
Self-Study			
March	03	Ch. 3	Incorporation and corporate personality
		Ch. 4	Legally binding the company
		Ch. 5	The board of directors
Self-Study			
March	17	Ch. 6	The role of the board
		Ch. 7	Director's duties
		Ch. 8	Membership
Self-Study			
March	31	Ch. 9	Company meetings and decision-making
		Ch. 10	Member's remedies
		Ch. 11	Shares and share capital
Self-Study			
April	14	Study and Examination Technique Session	
Self-Study			
April	28	Ch. 12	The capital maintenance rules
		Ch. 13	Loan capital
		Ch. 14	Corporate transparency
Self-Study			
May	12	Ch. 15	Market abuse
		Ch. 16	Corporate restructuring and takeovers
		Ch. 17	Corporate rescue
		Ch. 18	Liquidation and dissolution
Self-Study			
FINAL REVISION	May	26	Revision Day
Self-Study			
EXAM DATE		02 June 2021, Tuesday	