

Certificate in Board Secretarial Practice

Designed for the Professional Governance Manager focusing on key practices and skills required to deal with Boards, shareholder events and regular governance activities

On This Course, You Will:

1. **Understand** the key role played by the Governance Manager for Board support and effective organisational practices
2. **Be able** to interpret the necessary rules and regulations which impact upon the governance environment of your firm
3. **Learn** key practices, policies and procedures to ensure smooth and seamless planning, operation and follow up of AGMs, Board meetings, regulatory reporting and governance activities
4. **Develop** an understanding of how to deal with Corporate Governance dilemmas
5. **Understand** how to practically introduce and maintain a sound governance regime in your organisation

14 – 17 December 2020 | 10:30 – 16:00 GST (GMT+4) **3 FOR 2 OFFER**

29 March 2021 – 1 April 2021 | 10:30 – 16:00 GST (GMT+4)



Sharon Ditchburn
Managing Director
Capital Advantage

COURSE INFORMATION

About 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.

COURSE REQUIREMENTS AND CERTIFICATION

Delegates must meet two criteria to be eligible for an Informa/CPD 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.

Who Should Attend

This course is designed for:

- Appointed and aspiring Company/Board Secretaries or Governance Managers
- Board Directors who sponsor reform and improvements of governance practices
- Managers responsible for performing or assessing governance procedures, such as CFO, Internal Audit, Investor Relations, Risk Managers
- Managers and staff responsible for supporting governance roles and corporate documentation activities

Course Overview

This course is designed to introduce you to the key concepts and practical elements of performing the governance management of your organisation. It covers a wide range of activities from annual reporting and meetings, to Board and committee meetings and events, regulatory compliance, and daily dilemmas and practices. This is a four-day interactive course that will create knowledge by performing and assessing key activities in groups and as individuals.

Meet Your Expert Course Leader



Sharon Ditchburn

Sharon Ditchburn is a Fellow of the Governance Institute of Australia and ICSA (UK), a Certified Practising Accountant, 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.

Sharon is also a Member of the Australian Institute of Company Directors and Association of Certified Anti Money Laundering Specialists (USA). She is a recipient of the Salvi Stenbro Prize in Ethics (QUT).

COURSE OUTLINE

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

Day One

Role Of The Company/Board Secretary Or Governance Officer

- Legal requirements – Company law and Corporate Governance codes
- Scope of role
- Primary responsibilities – Chairman, Board, shareholders, management
- Other stakeholders-regulators, media, etc.

Introduction To Corporate Governance

- Definition
- Business case
- Types and roles of the Board, Directors and CEO

Corporate Governance Framework

- Corporate laws, listing rules and the company articles
- International models of Corporate Governance

Appointing A Company Secretary

- Experience and qualifications
- Organisational chart training
- Evaluation

Interaction With The Board And Management

- Advisory role
- Administrative role
- Supporting the Chairman
- Interactions with management
- Additional committee requirements
- Identifying and dealing with dilemmas
- Dealing with difficult Directors

Day Two

Company Secretary Toolkit

- Calendars
- Agendas
- Minutes
- Libraries and resources
- Practical registers and monitoring tools

Board Documents And Processes

- Charters, policies and codes
- Delegation and matters reserved for the Board
- Induction
- Evaluation

Board Meetings

- Preparation
- Board packs
- Conduct
- Follow up
- Reporting and communication
- Director dilemmas and conflicts of interest

Exercise

- Sample Board meeting

Board Minutes And Corporate Registers

- Statutory requirements
- Preparation templates
- Timeframes and delivery
- Notifications
- Document aggregation and retention practices
- Access by third parties

COURSE OUTLINE (CONTINUED)

Day Three

Shareholder Meetings

- Types and legal requirements
- Annual report, proxies and other documents, types of resolutions
- Preparation and conduct voting
- Following up
- Regulatory issues and dilemmas
- Non-shareholder issues (media, analysts, etc.)

Other Shareholder Issues

- Access to documents and premises shareholder agreements
- Power over the company's documents and practices – articles, voting, etc.
- Voluntary reporting, sustainability, CSR, Integrated Reporting, etc.
- Investor relations – Shareholder activism

Regulatory Compliance Issues

- Calendars and reviews
- Audits and regulatory enforcement
- Liability protection
- Fraud and misconduct

Implementing A Corporate Governance Framework

- Gap analysis
- Stakeholder mapping
- Developing the implementation programme
- Redefining the Company Secretary role in your company

Day Four

Corporate Governance Framework – Advanced

- International Corporate Governance tools
- The IFC progression matrix

Future For Best Practice

- Latest developments in Corporate Governance
- International and local issues
- New issues For Boards – Control frameworks, strategy, risk, remuneration, disclosure, fraud prevention

What Delegates Have Said About Sharon's Courses With Informa:

"Sharon is on top of the topics covered on the course. She is totally versed 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

"Sharon is very well experienced when it comes to Board of Director relations and Corporate Governance issues. The discussions we had on the course were intensive and fruitful. She used videos, role plays and exercises to explain the course content."

Manager – Group Compliance, Dubai Properties Group, UAE

Examination

Earn your Digital Certification
and broadcast your
achievement to your peers



Learn more about our digital badging

CERTIFICATE IN BOARD SECRETARIAL PRACTICE

Date	Price
14 – 17 December 2020	US\$ 1,940

Date	Price
29 March – 1 April 2021	US\$ 1,940

Pricing excludes 5% VAT, charged where applicable.
Book and pay full fee for two colleagues and the third attends for FREE on the 2020 offering.

WAYS TO REGISTER

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DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE

Call: +971 4 408 2864
Email: a.watts@informa.com

WANT TO RUN THIS COURSE IN-COMPANY?

Call: +971 4 407 2624
Email: cts@informa.com

The 3 for 2 offer is valid on price final fee registration online for the 2020 offering

Not applicable in conjunction with corporate discounts

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

Delegates with full attendance and successful assessment completion, will receive an Informa/CPD 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.informa-mea.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 our 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.

For full details, please visit www.informa-mea.com

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