Advanced Corporate Secretaryship and Board Governance Training Course

28 Dec 2026 - 01 Jan 2027

Tokyo

5800 € (Per Person)

Ref: #BI4922_175263

Course Introduction / Overview:

The role of the Corporate Secretary has evolved dramatically from a purely administrative function to that of a strategic advisor and the central guardian of corporate governance. In today's complex regulatory and business environment, effective board governance is the cornerstone of organizational resilience, ethical conduct, and sustainable success. This intensive training course is designed to equip participants with the advanced knowledge and practical skills required to excel in this critical role. As articulated by the renowned academic Robert I. Tricker in his seminal work, "Corporate Governance: Principles, Policies, and Practices," the effectiveness of a board is intrinsically linked to the quality of its support systems, with the Corporate Secretary at its heart. This program, offered by BIG BEN Training Center, delves deep into the nuances of board dynamics, compliance management, shareholder engagement, and strategic advisory. Participants will move beyond procedural compliance to master the art of facilitating effective decision-making, managing stakeholder relationships, and upholding the highest standards of corporate integrity, ensuring their organization is well-prepared to navigate future challenges and opportunities.

Target Audience / This training course is suitable for:

- Corporate Secretaries and Company Secretaries.
- Assistant Corporate Secretaries.
- Board Members and Directors (Executive and Non-Executive).
- General Counsel and In-house Lawyers.
- Compliance Officers and Managers.
- Governance Professionals and Consultants.
- Chief Executive Officers and Senior Management.
- Risk Management Professionals.
- Investor Relations Officers.
- Paralegals in corporate legal departments.

Target Sectors and Industries:

- Banking and Financial Services.
- Oil, Gas, and Energy.
- Telecommunications and Technology.
- Healthcare and Pharmaceuticals.
- Real Estate and Construction.
- Manufacturing and Industrial sectors.
- Retail and Consumer Goods.
- Governmental agencies and public sector organizations.
- Non-profit and charitable organizations.
- Aviation and Transportation.

Target Organizations Departments:

- Legal Department.
- Compliance and Regulation Department.
- Corporate Governance Office.
- Board Affairs Department.
- Executive Management Office.
- Investor Relations Department.
- Risk Management Department.
- Internal Audit Department.
- Shareholder Services Department.

Course Offerings:

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

- Develop and implement best-practice corporate governance frameworks.
- Master advanced techniques for preparing agendas and taking accurate, effective board minutes.
- Facilitate productive and efficient board and committee meetings.
- Manage complex board dynamics and advise on director duties and responsibilities.
- Ensure robust compliance with evolving legal and regulatory requirements.
- Enhance shareholder communication and manage investor relations effectively.
- Integrate Environmental, Social, and Governance (ESG) considerations into board strategy.
- Design and oversee comprehensive director induction and continuous development programs.
- Advise the board on matters of corporate ethics, conflicts of interest, and succession planning.
- Utilize modern technologies to streamline board processes and information flow.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in their professional roles. We believe that adult learning is most effective when it combines theoretical knowledge with hands-on application. This course moves beyond traditional lectures to incorporate a rich blend of learning techniques. Sessions will feature in-depth presentations, real-world case studies of corporate governance successes and failures, and dynamic group discussions that encourage peer-to-peer learning. Participants will engage in practical exercises, such as drafting complex board resolutions, simulating board meeting scenarios, and developing a compliance checklist. Role-playing activities will be used to practice managing difficult board dynamics and stakeholder communications. Our expert instructors provide continuous feedback and facilitate a collaborative environment where participants can share challenges and solutions. This immersive approach ensures a comprehensive understanding of both the theory and practice of advanced corporate secretaryship and board governance.

Course Agenda (Course Units):

Unit One: The Strategic Role of the Modern Corporate Secretary

- The evolution of the Corporate Secretary from administrator to strategic advisor.
- Core competencies and skills for the modern governance professional.
- Understanding the legal and regulatory landscape for corporations.
- The Corporate Secretary's role in upholding corporate ethics and culture.
- Building an effective working relationship with the Board Chair and CEO.
- Key principles of the UK Corporate Governance Code and international equivalents.
- Managing the corporate calendar and annual compliance cycle.

Unit Two: Mastering Board and Committee Meeting Processes

- Advanced techniques for agenda planning and board pack preparation.
- The art and science of effective minute-taking for legal protection.
- Facilitating board meetings to ensure productive discussions and clear outcomes.
- Managing virtual, hybrid, and in-person board meeting logistics.
- Procedures for Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- Drafting effective board resolutions and written consents.
- Best practices for managing and documenting board committee work.

Unit Three: Advanced Corporate Governance and Compliance Frameworks

- Designing and implementing a robust corporate governance framework.
- Managing statutory books, corporate records, and legal entity management.
- Navigating director duties, liabilities, and conflicts of interest.
- Developing and monitoring a corporate compliance program.
- Insider trading regulations and managing confidential information.
- Understanding and applying data protection (GDPR) principles at the board level.
- The role of the board in risk oversight and internal controls.

Unit Four: Stakeholder Engagement and ESG Integration

- Managing shareholder relations and communication strategies.
- The Corporate Secretary's role in investor engagement and activism.
- Integrating Environmental, Social, and Governance (ESG) factors into board reporting.
- Developing a stakeholder engagement map and strategy.
- Managing corporate communications during a crisis.
- The link between good governance and corporate social responsibility.
- Reporting on non-financial metrics and sustainability.

Unit Five: Enhancing Board Effectiveness and Dynamics

- Conducting effective board performance evaluations.
- Strategies for managing difficult conversations and board dynamics.
- The role of the Corporate Secretary in director induction and training.
- Board composition, diversity, and succession planning.
- Advising on director remuneration policies and reports.
- Leveraging technology for board operations (board portals).
- Future trends in corporate governance and the role of the Corporate Secretary.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of increasing shareholder activism and ESG scrutiny, how can the corporate secretary transition from a purely administrative role to a strategic advisor who actively shapes board-level decision-making?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by moving beyond the procedural aspects of the corporate secretarial function to focus on the strategic and advisory dimensions of the role. While many programs concentrate on statutory compliance and meeting administration, this training course is designed for the forward-thinking governance professional who aims to be a true partner to the board. We place a significant emphasis on the nuanced skills required to manage complex board dynamics, facilitate high-stakes decision-making, and provide proactive counsel on emerging governance trends, particularly in the critical area of ESG integration. The curriculum is built around practical application, using sophisticated case studies and simulations that mirror the real-world challenges participants face. Rather than simply reciting regulations, our approach is to cultivate strategic judgment, ethical leadership, and the communication skills necessary to influence and guide the highest levels of an organization, thereby empowering participants to add tangible, strategic value.