Advanced Governance for Public Sector Board Secretaries Training Course



26 - 30 Oct 2026

Tokyo

5800 € (Per Person)

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Course Introduction / Overview:

The role of the Board Secretary in government and public sector organizations is a cornerstone of effective governance, transparency, and public trust. This role extends far beyond administrative support, demanding a sophisticated understanding of legal frameworks, ethical standards, and strategic communication unique to the public domain. This intensive training course is meticulously designed to equip current and aspiring board secretaries with the advanced skills required to excel in this critical position. Drawing on established principles of public administration and corporate governance, such as those discussed by authorities like Bob Tricker in his seminal work "Corporate Governance: Principles, Policies, and Practices", the program delves into the practical complexities of managing board dynamics, ensuring regulatory compliance, and facilitating effective decision-making. BIG BEN Training Center has developed this curriculum to provide a comprehensive A-to-Z journey, transforming participants into strategic advisors who can confidently navigate the intricate landscape of public sector governance, uphold accountability, and contribute significantly to their organization's mission and success. This course is not just about learning procedures; it is about mastering the art and science of governance leadership within a governmental context, ensuring every action aligns with principles of integrity and public service.

Target Audience / This training course is suitable for:

- Board Secretaries and Corporate Secretaries in the public sector.
- Assistant Board or Corporate Secretaries.
- Governance Officers and Professionals.
- Legal Counsels and Advisors to government boards.
- Compliance Managers and Officers.
- Executive Assistants and Senior Administrators supporting boards.
- Public Administrators and Officials involved in board-level activities.
- Anyone aspiring to a career in public sector governance.

Target Sectors and Industries:

- Government Ministries and Federal Agencies.
- State-Owned Enterprises and Public Corporations.
- Municipalities and Local Government Bodies.
- Public Authorities and Regulatory Agencies.
- Public Health and Educational Institutions.
- Non-Profit Organizations receiving government funding.
- Public-Private Partnership entities.
- Intergovernmental Organizations.

Target Organizations Departments:

- Office of the Board of Directors.
- Legal and General Counsel Department.
- Governance and Compliance Department.
- Executive Management and C-Suite Offices.
- Corporate Affairs and Secretariat.
- Internal Audit and Risk Management.
- Strategy and Planning Department.
- Public Relations and Communications.

Course Offerings:

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

- Master the core principles of public sector governance and the strategic role of the Board Secretary.
- Develop and implement best practices for managing government board meetings and committees.
- Ensure meticulous and legally sound minute-taking and records management.
- Navigate the complex legal, regulatory, and compliance frameworks specific to public entities.
- Uphold the highest standards of ethics, transparency, and accountability in all board operations.
- Enhance communication and engagement strategies with board members, executives, and public stakeholders.
- Effectively manage conflicts of interest and sensitive information within a government context.
- Contribute to strategic planning, risk oversight, and board performance evaluation processes.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, moving beyond theoretical lectures to foster real-world skills. This course utilizes a blended learning approach that combines expert-led presentations with hands-on, practical application. Participants will engage in detailed case studies drawn from actual public sector governance challenges, allowing them to analyze complex situations and formulate effective solutions. Interactive group discussions and workshops will encourage peer-to-peer learning and the sharing of diverse experiences from various government entities. A significant portion of the training will be dedicated to practical exercises, including role-playing scenarios for managing difficult board meetings and workshops focused on drafting precise, compliant, and defensible meeting minutes. We emphasize a feedback-rich environment where participants can practice new skills and receive constructive guidance from seasoned governance professionals. This participant-centered approach ensures that attendees leave not just with knowledge, but with the confidence and competence to apply their new skills immediately and effectively within their organizations, driving tangible improvements in governance and board performance.

Course Agenda (Course Units):

Unit One The Modern Board Secretary in Public Sector Governance

- The Evolving Strategic Role of the Government Board Secretary.
- Core Principles of Corporate Governance in a Public Sector Context.
- Distinguishing Governance in Public vs. Private Sector Organizations.
- The Legal and Regulatory Framework for Government Boards.
- Key Duties, Responsibilities, and Liabilities.
- Building Effective Relationships with the Board Chair and CEO.
- Understanding the Political and Public Scrutiny Landscape.

Unit Two Mastering Board Meeting Processes and Procedures

- Best Practices for Planning and Agenda Setting for Public Meetings.
- Managing the Full Meeting Cycle from Notice to Follow-up.
- Advanced Minute-Taking Techniques for Accuracy and Legal Sufficiency.
- Handling In-Camera (Closed) Sessions and Confidential Information.
- Facilitating Effective Decision-Making and Resolution Drafting.
- Leveraging Technology for Virtual and Hybrid Board Meetings.
- Managing Action Items and Ensuring Accountability.

Unit Three Compliance, Legal, and Ethical Frameworks

- Navigating Freedom of Information and Public Disclosure Laws.
- Managing Conflicts of Interest and Related-Party Transactions.
- Upholding Ethical Codes of Conduct for Board Members and Staff.
- Ensuring Compliance with Statutory and Regulatory Requirements.
- Data Protection and Cybersecurity Governance for the Board.
- The Secretary's Role in Whistleblower Policies and Investigations.
- Maintaining the Corporate and Statutory Books and Records.

Unit Four Strategic Communication and Stakeholder Engagement

- Developing an Effective Board Communication Strategy.
- Managing Information Flow to and from the Board.
- Engaging with Government Officials, Ministers, and other Public Stakeholders.
- The Secretary's Role in Annual Reports and Public Filings.
- Managing Board Dynamics and Resolving Conflict.
- Onboarding and Continuous Development for Board Members.
- Preparing Board Members for Public and Media Appearances.

Unit Five Advanced Governance and Strategic Contribution

- The Board Secretary's Role in Strategic Planning and Oversight.
- Facilitating Board-Level Risk Management and Internal Control Discussions.
- Supporting the Board and Committee Evaluation Process.
- Advising on Governance Best Practices and Corporate Reforms.
- Managing Subsidiary Governance and Inter-Agency Coordination.
- Anticipating Future Trends in Public Sector Governance.
- Developing a Personal Action Plan for Professional Growth.

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 demand for public transparency, how can a Board Secretary balance the need for confidentiality in board deliberations with the public's right to know?

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

This course distinguishes itself by its exclusive and deep focus on the unique ecosystem of public sector governance. Unlike generic board secretary courses that often concentrate on corporate, for-profit environments, this program is meticulously tailored to address the specific challenges, regulations, and political sensitivities inherent in government organizations, state-owned enterprises, and public authorities. The curriculum moves beyond standard procedural training to cultivate strategic advisors who can navigate the complex interplay between policy, public accountability, and effective governance. We emphasize practical, real-world application through case studies drawn directly from public sector scenarios, such as managing freedom of information requests or navigating conflicts of interest under public service ethics laws. The content is designed to build sophisticated competencies in areas critical to government but less prevalent in the private sector, including stakeholder engagement with ministries, managing public scrutiny, and ensuring compliance with a distinct legal framework. Participants will gain not just the "how" of the role, but the strategic "why," empowering them to provide proactive, high-level counsel to their boards and enhance public trust in their organizations.