Effective Board Secretary and Corporate Governance Training Course



08 - 12 Nov 2026

Amman

3800 € (Per Person)

Ref: #GRC2771_206510

Course Introduction / Overview:

The role of the Board Secretary has evolved dramatically from a purely administrative function to a central figure in corporate governance and strategic leadership. This transformation demands a sophisticated skill set encompassing legal compliance, strategic insight, and exceptional communication. This course provides a comprehensive A to Z exploration of the modern Board Secretary's responsibilities, grounding participants in the foundational principles of effective administrative governance. Drawing on the influential work of governance expert Robert A. G. Monks, particularly his insights in the book "Corporate Governance," this program delves into the critical nexus of compliance, ethics, and board dynamics. Participants will learn to navigate the complexities of regulatory frameworks, manage board meetings with precision, and provide strategic counsel to directors. BIG BEN Training Center has designed this curriculum to empower professionals to become trusted advisors, ensuring the integrity and effectiveness of their organization's governance structure and fostering a culture of transparency and accountability.

Target Audience / This training course is suitable for:

- Newly appointed Board and Corporate Secretaries.
- Experienced Company Secretaries seeking to update their skills.
- Executive Assistants and Senior Administrators supporting the board.
- Legal Counsels and In-house Lawyers.
- Compliance Officers and Managers.
- Governance Professionals and Consultants.
- Paralegals working in corporate legal departments.
- Individuals aspiring to a career in corporate governance.

Target Sectors and Industries:

- Banking and Financial Services.
- Healthcare and Pharmaceutical sectors.
- Technology and Telecommunications companies.
- Energy, Oil, and Gas industries.
- Manufacturing and Industrial firms.
- Retail and Consumer Goods corporations.
- Non-Profit and Charitable Organizations.
- Governmental bodies and Public Sector entities.

Target Organizations Departments:

- Office of the Board of Directors.
- Corporate Governance Department.
- Legal and Corporate Affairs Department.
- Compliance and Risk Management Department.
- Executive Administration and Support.
- Shareholder Relations Department.
- Internal Audit Department.

Course Offerings:

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

- Master the core principles of modern corporate governance and its legal framework.
- Develop advanced skills in preparing agendas, taking minutes, and managing board records.
- Effectively facilitate board and committee meetings, ensuring procedural correctness.
- Understand and manage statutory compliance and regulatory reporting requirements.
- Enhance communication strategies for effective stakeholder and shareholder engagement.
- Provide strategic advice and support to the board on governance matters.
- Implement best practices for board evaluation and performance improvement.
- Confidently navigate ethical dilemmas and conflicts of interest within the boardroom.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, moving beyond theoretical knowledge to focus on real-world application. This course utilizes a blended learning approach that combines expert-led presentations with dynamic group activities. Participants will engage in detailed case study analyses of corporate governance successes and failures, allowing them to dissect complex scenarios and apply theoretical principles to tangible situations. Interactive workshops and role-playing exercises, such as mock board meetings and crisis communication drills, will provide a safe environment to practice and refine critical skills. The program emphasizes peer-to-peer learning through facilitated group discussions, enabling participants to share experiences and gain diverse perspectives. Continuous feedback from the instructor and peers is a core component, ensuring that learning is reinforced and personalized. This hands-on, experiential approach guarantees that participants leave with not only new knowledge but also the confidence to implement effective governance practices within their organizations.

Course Agenda (Course Units):

Unit One The Modern Board Secretary and Governance Frameworks

- The evolution of the Board Secretary's role from administrator to strategic advisor.
- Core principles and theories of corporate governance.
- Understanding the legal and regulatory landscape for corporations.
- Key duties, responsibilities, and liabilities of a Board Secretary.
- An overview of different international corporate governance codes.
- The relationship between the Board Secretary, the Chair, and the CEO.
- Establishing an effective corporate governance framework.

Unit Two Mastering Board and Committee Meeting Management

- The complete lifecycle of a board meeting from planning to follow-up.
- Developing strategic and effective meeting agendas.
- Techniques for professional and accurate minute taking.
- Managing meeting logistics and documentation securely.
- Facilitating productive discussions and decision-making in the boardroom.
- Handling difficult situations and managing board dynamics.
- The role of technology in modern board meeting management.

Unit Three Corporate Compliance and Statutory Obligations

- Maintaining statutory books, registers, and corporate records.
- Managing annual general meetings (AGMs) and shareholder communications.
- Ensuring compliance with company law and filing requirements.
- Understanding disclosure obligations and insider trading regulations.
- The role of the Board Secretary in data protection and GDPR compliance.
- Developing and implementing effective compliance programs.
- Reporting on compliance matters to the board and relevant committees.

Unit Four Enhancing Board Effectiveness and Stakeholder Relations

- The Board Secretary's role in director induction and professional development.
- Conducting and facilitating board performance evaluations.
- Managing conflicts of interest and related party transactions.
- Strategies for effective communication with shareholders and investors.
- Engaging with regulators, auditors, and other external stakeholders.
- Building and maintaining a robust stakeholder engagement plan.
- The principles of integrated reporting and corporate social responsibility.

Unit Five Strategic Advisory and Future-Proofing Governance

- Transitioning to a strategic advisor for the board.
- The Board Secretary's contribution to corporate strategy and risk oversight.
- Promoting ethical leadership and a strong corporate culture.
- Navigating corporate crises and special investigations.
- The impact of technology and AI on corporate governance.
- Future trends in governance and the evolving role of the Board Secretary.
- Developing a personal action plan for professional growth in governance.

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 digital disruption, how can the Board Secretary transition from a procedural expert to a strategic governance advisor?

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

This course distinguishes itself by focusing on the strategic and advisory dimensions of the Board Secretary's role, moving beyond the traditional administrative and compliance functions. While other programs may concentrate on the procedural aspects of minute taking and statutory filings, this curriculum is built around developing the strategic acumen required to be a true governance leader. We provide a holistic perspective, integrating legal knowledge with skills in communication, diplomacy, and strategic thinking. The methodology is deeply rooted in practical application, utilizing complex, real-world case studies and interactive simulations that challenge participants to think critically and act decisively. Rather than simply listing tools, we cultivate an understanding of how to leverage governance frameworks to drive organizational performance and ethical conduct. The academic rigor, combined with a focus on leadership development, ensures that participants are not just trained in the "what" of corporate governance, but are empowered to master the "how" and "why," enabling them to become invaluable, forward-thinking advisors to their boards.