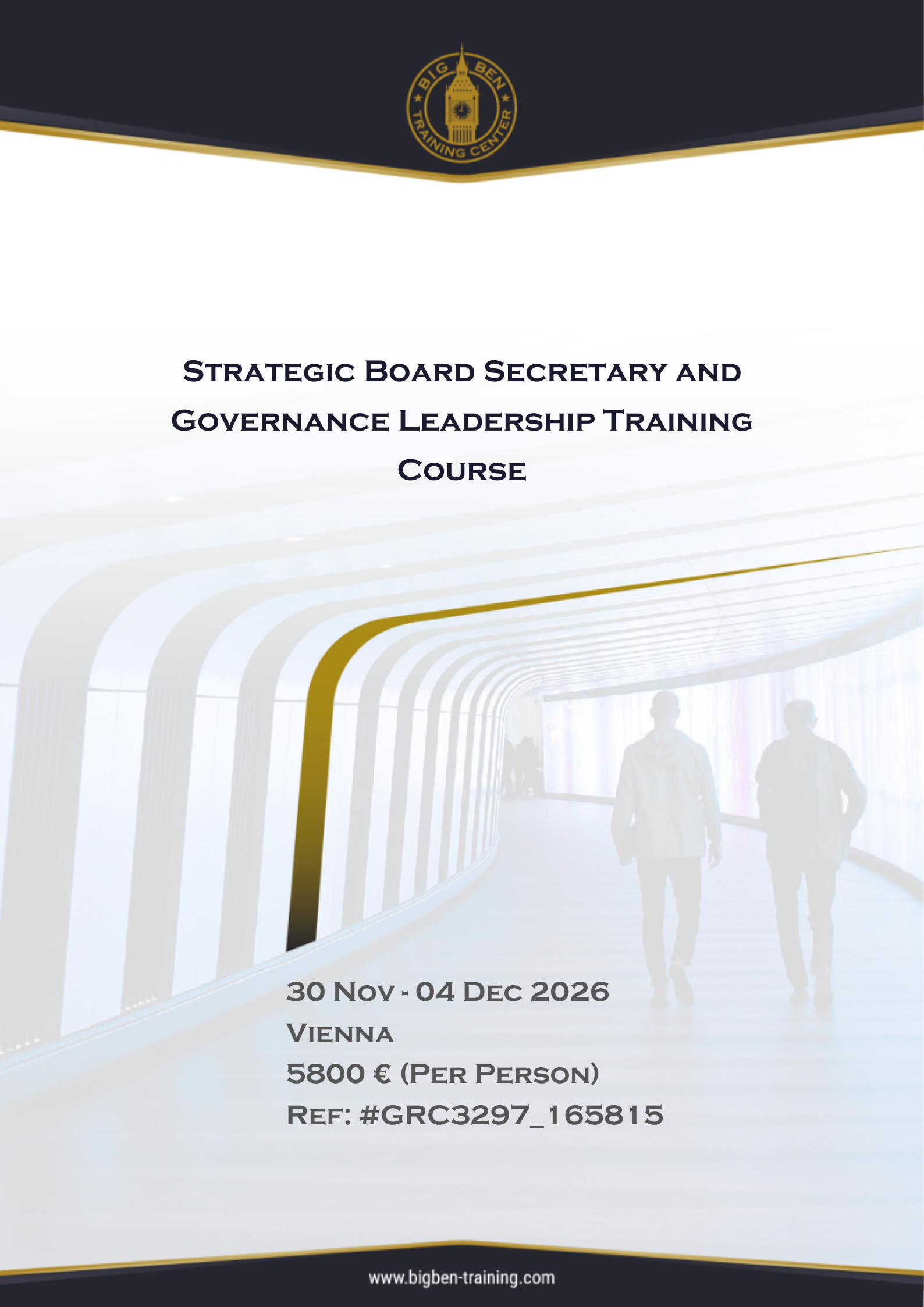
Strategic Board Secretary and Governance Leadership Training Course



30 Nov - 04 Dec 2026

Vienna

5800 € (Per Person)

Ref: #GRC3297_165815

Course Introduction / Overview:

This comprehensive program is designed to transform the role of the board secretary from a procedural administrator into a strategic governance leader. In today's complex corporate environment, effective corporate governance is the cornerstone of organizational resilience and long-term success. This course delves deep into the principles and practices that define modern governance, moving beyond mere compliance to foster a culture of integrity and strategic oversight. Drawing on foundational concepts from leading thinkers like Robert I. Tricker, a pioneer in the field, and insights from seminal works such as his book "Corporate Governance: Principles, Policies, and Practices", participants will explore the critical nexus of legal duty, ethical responsibility, and strategic influence. At BIG BEN Training Center, we have crafted a curriculum that addresses the core competencies of the role, including mastering board meeting procedures, ensuring regulatory compliance, and managing stakeholder engagement. This training provides the essential tools and strategic mindset required to navigate board dynamics, advise leadership effectively, and champion governance excellence within any organization, ensuring the board secretary is a vital contributor to strategic decision-making.

Target Audience / This training course is suitable for:

- Aspiring and current Board Secretaries.
- Company Secretaries and Corporate Secretaries.
- Governance Professionals and Officers.
- Legal Counsel and In-house Lawyers.
- Compliance Managers and Officers.
- Executive Assistants and Personal Assistants supporting the Board.
- Board Members and Directors seeking to understand the governance function.
- Senior Administrators involved in corporate governance.

Target Sectors and Industries:

- Banking and Financial Services.
- Publicly Listed Companies.
- Private and Family-Owned Enterprises.
- Technology and Telecommunications.
- Healthcare and Pharmaceuticals.
- Energy, Oil, and Gas Sector.
- Governmental Bodies, Public Sector Agencies, and Non-Profit Organizations.
- Professional Services and Consulting Firms.

Target Organizations Departments:

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

Course Offerings:

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

- Master the core principles of modern corporate governance frameworks and best practices.
- Develop advanced skills in preparing agendas, taking minutes, and managing board documentation.
- Navigate the complex legal and regulatory landscape impacting the board and the organization.
- Effectively manage board dynamics, communication, and stakeholder relationships.
- Provide strategic advice to the board on governance, compliance, and ethical matters.
- Implement robust processes for board evaluations, induction, and professional development.
- Understand and integrate Environmental, Social, and Governance (ESG) considerations into board discussions.
- Leverage technology to enhance the efficiency and effectiveness of board operations.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, ensuring that participants can immediately apply their learning in a professional context. We move beyond traditional lecture-based formats to create a dynamic learning environment centered on experiential activities. The course heavily utilizes real-world case studies to analyze complex governance challenges and successful strategies from various industries. Participants will engage in group discussions and collaborative workshops to share insights and solve problems collectively. A significant component of the training involves practical exercises, such as mock board meetings, minute-taking drills, and role-playing scenarios designed to simulate the pressures and responsibilities of the board secretary role. Our expert instructors facilitate these sessions, providing personalized feedback and coaching to help each participant refine their skills. This hands-on approach ensures a deep understanding of both the theoretical principles and the practical application of corporate governance, empowering attendees with the confidence and competence to excel.

Course Agenda (Course Units):

Unit One: The Foundations of Corporate Governance and the Secretary's Role

- The evolution and core principles of corporate governance.
- Key global governance frameworks and codes of practice.
- The statutory duties and legal responsibilities of a Board Secretary.
- Defining the modern role: from administrator to strategic advisor.
- Understanding the corporate legal structure and key documents.
- The relationship between the Board Secretary, the Chair, and the CEO.
- Ethical considerations and managing conflicts of interest.

Unit Two: Mastering Board and Committee Meeting Management

- Best practices for planning and structuring the board meeting agenda.
- The art and science of effective minute taking and record keeping.
- Techniques for managing meeting logistics and flow.
- Drafting clear and legally sound board resolutions and written consents.
- Following up on action items and ensuring accountability.
- Managing committee meetings: Audit, Remuneration, and Nomination.
- Utilizing board portal technology for efficient meeting management.

Unit three: The Legal, Risk, and Compliance Landscape

- Navigating the regulatory environment and key compliance obligations.
- The Board Secretary's role in risk management and oversight.
- Ensuring compliance with company law and securities regulations.
- Managing corporate records and statutory registers.
- Insider trading policies and information disclosure protocols.
- Organizing and managing the Annual General Meeting (AGM).
- Understanding directors' liabilities and indemnification.

Unit Four: Board Dynamics, Stakeholder Engagement, and Communication

- Managing and facilitating effective board dynamics and decision-making.
- Techniques for effective communication with directors and executives.
- The role of the Board Secretary in shareholder and stakeholder relations.
- Developing and implementing board induction and orientation programs.
- Conducting board performance evaluations and skills assessments.
- Managing sensitive information and maintaining confidentiality.
- Conflict resolution and negotiation skills for the governance professional.

Unit Five: Strategic Leadership and Modern Governance Trends

- The Board Secretary's contribution to corporate strategy.
- Integrating Environmental, Social, and Governance (ESG) into the board's agenda.
- The impact of technology and digital transformation on governance.
- Crisis management and the role of the Board Secretary.
- Succession planning for the board and key executives.
- Continuous professional development and staying current with governance trends.
- Capstone project: developing a governance improvement plan for a case study organization.

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:

As the role of the board secretary evolves from an administrator to a strategic advisor, how can one proactively manage the ethical tensions that may arise between board directives and broader stakeholder interests?

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

This course distinguishes itself by focusing on the strategic evolution of the Board Secretary's role, moving beyond procedural training to cultivate true governance leadership. While many programs concentrate solely on the administrative and compliance functions, our curriculum is uniquely designed to empower participants as strategic advisors to the board. We place a strong emphasis on developing the nuanced skills required to navigate complex board dynamics, manage stakeholder relations, and contribute to strategic decision-making. A key differentiator is our in-depth exploration of contemporary issues such as ESG integration and the impact of digital transformation on governance, ensuring our participants are prepared for the future of the boardroom. The methodology, rich with practical case studies and interactive simulations of real-world board challenges, provides a level of hands-on experience that is rare in the field. This program is not just about what a Board Secretary does; it is about shaping who a Board Secretary can become—a trusted counsel, an ethical guardian, and a pivotal leader in the organization's governance framework.