Advanced Corporate Law and Board Secretarial Practices Training Course



30 Nov - 04 Dec 2026

Geneva

5900 € (Per Person)

Ref: #LAW7482_154559

Course Introduction / Overview:

This comprehensive program is designed to provide an in-depth understanding of the critical intersection between corporate law and the strategic function of the board secretary. In today's complex regulatory environment, the role of the company secretary has evolved from a purely administrative function to that of a key governance advisor. This course navigates the multifaceted legal landscape that governs corporate entities, from formation and governance to compliance and dissolution. We will explore the principles laid out by esteemed academics like Robert C. Clark in his seminal work, "Corporate Law," to build a strong theoretical foundation. Participants will gain practical skills in managing board dynamics, ensuring statutory compliance, and upholding the highest standards of corporate governance. BIG BEN Training Center has meticulously structured this training to empower professionals with the knowledge and confidence to excel in their roles, mitigate legal risks, and contribute significantly to their organization's strategic success and ethical standing. This course is an essential investment for anyone tasked with steering a company through the intricacies of modern corporate legislation and governance best practices.

Target Audience / This training course is suitable for:

- Company Secretaries and Assistant Company Secretaries.
- Board Secretaries and Administrators.
- In-House Legal Counsel and Corporate Lawyers.
- Compliance Officers and Managers.
- Corporate Governance Professionals.
- Paralegals in corporate legal departments.
- Directors and Board Members.
- Senior Executives and Managers with governance responsibilities.
- Risk Management Professionals.

Target Sectors and Industries:

- Banking, Financial Services, and Insurance.
- Technology and Telecommunications.
- Energy, Oil, and Gas.
- Pharmaceuticals and Healthcare.
- Manufacturing and Industrial sectors.
- Real Estate and Construction.
- Retail and Consumer Goods.
- Governmental bodies, public sector entities, and state-owned enterprises.
- Non-profit organizations and foundations.

Target Organizations Departments:

- Legal Department.
- Corporate Secretariat.
- Compliance and Ethics Department.
- Board of Directors' Office.
- Executive Management.
- Internal Audit and Risk Management.
- Investor Relations.
- Corporate Affairs.

Course Offerings:

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

- Master the fundamental principles of corporate law and governance structures.
- Execute the core duties of a board secretary with precision and confidence.
- Implement best practices for planning, conducting, and documenting board meetings.
- Ensure meticulous and legally compliant minute-taking.
- Manage statutory books, records, and regulatory filings accurately.
- Navigate complex corporate compliance and reporting requirements.
- Advise the board on their legal duties, liabilities, and responsibilities.
- Facilitate effective shareholder communication and manage annual general meetings.
- Understand the legal aspects of corporate transactions, including mergers and acquisitions.
- Develop strategies for effective corporate risk management and crisis response.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, moving beyond traditional lecture-based learning. This course employs a blended approach that combines expert-led presentations with hands-on, practical application. A cornerstone of our method is the extensive use of real-world case studies, analyzing both landmark corporate successes and notable governance failures to extract actionable lessons. Participants will engage in dynamic group discussions, collaborative problem-solving exercises, and simulated board meeting scenarios to hone their practical skills in a controlled environment. These interactive sessions are designed to foster critical thinking and allow for the exchange of diverse perspectives and experiences. The facilitator will provide continuous, constructive feedback throughout the program. This active learning environment ensures that participants not only grasp the theoretical concepts of corporate law and governance but also develop the practical competence and strategic mindset required to apply this knowledge effectively within their own organizations.

Course Agenda (Course Units):

Unit One Foundations of Corporate Law and Governance

- Introduction to corporate legal personality and structures.
- The legal framework governing corporations.
- Understanding the articles of association and bylaws.
- The roles, duties, and liabilities of directors and officers.
- Shareholder rights, resolutions, and powers.
- The concept of the corporate veil and when it can be lifted.
- An overview of key corporate governance codes and principles.

Unit Two The Modern Board Secretary and Meeting Management

- The evolving strategic role of the Company Secretary.
- Core responsibilities and statutory duties.
- Best practices for preparing board meeting agendas and packs.
- Techniques for effective and legally compliant minute-taking.
- Managing conflicts of interest at the board level.
- Maintaining statutory registers and corporate records.
- The role of technology in board administration and communication.

Unit Three Corporate Compliance and Regulatory Frameworks

- Navigating the corporate compliance landscape.
- Key regulations related to anti-bribery and anti-corruption.
- Understanding data protection and privacy laws (e.g., GDPR).
- Insider trading regulations and market abuse rules.
- Environmental, Social, and Governance (ESG) reporting requirements.
- Managing regulatory filings and deadlines with authorities.
- Developing and implementing an effective compliance program.

Unit Four Advanced Board Dynamics and Shareholder Relations

- Enhancing board effectiveness and performance evaluations.
- Managing communication between the board and executive management.
- Best practices for conducting Annual General Meetings (AGMs).
- Strategies for effective investor and shareholder engagement.
- Handling shareholder activism and proxy contests.
- Disclosure obligations and transparent communication.
- The role of the board in corporate strategy and oversight.

Unit Five Corporate Transactions, Restructuring, and Risk Management

- Legal overview of mergers, acquisitions, and takeovers.
- The board secretary's role in due diligence processes.
- Understanding corporate restructuring and insolvency.
- Directors' and Officers' (D&O) liability insurance.
- Developing a corporate risk management framework.
- The board's role in crisis management and business continuity.
- Winding up and dissolution of corporate entities.

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 stakeholder activism and ESG demands, how must the traditional role of the Board Secretary evolve to become a strategic partner in corporate stewardship?

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

This course distinguishes itself by offering a deeply integrated curriculum that seamlessly blends the legalistic rigors of corporate law with the practical, strategic functions of modern board secretarial practice. Unlike programs that treat these as separate disciplines, we focus on their critical intersection, preparing participants for the real-world challenges where law and governance converge. The content is meticulously curated to move beyond theoretical knowledge, emphasizing application through a case-study-driven methodology. We analyze contemporary corporate scenarios, from ESG reporting challenges to digital governance and shareholder activism, ensuring the skills learned are immediately relevant and applicable. Furthermore, the program is designed not just to impart knowledge but to cultivate a strategic mindset. It positions the board secretary as a vital governance professional and trusted advisor to the board, rather than a mere administrator. The emphasis on interactive simulations of board meetings and crisis management scenarios provides a unique, hands-on learning experience that builds confidence and practical competence, empowering participants to add tangible strategic value to their organizations.