# Strategic Corporate Governance for Board Secretaries Training Course



29 Nov - 03 Dec 2026

Amman

3800 € (Per Person)

Ref: #LEG8731_247940

## Course Introduction / Overview:

This comprehensive course is designed to elevate the role of the modern Board Secretary from an administrative function to a strategic governance leader. In today's complex business environment, effective corporate governance is the cornerstone of sustainable success and stakeholder trust. This program delves deep into the critical frameworks, compliance requirements, and best practices that define robust governance structures. Drawing upon foundational principles articulated by leading academics like Robert C. Clark in his seminal work "Corporate Law", participants will explore the intricate relationship between the board, management, and shareholders. The curriculum moves beyond procedural knowledge to instill a strategic mindset, focusing on risk management, ethical leadership, and effective board dynamics. BIG BEN Training Center has meticulously crafted this training to equip participants with the skills needed to navigate regulatory landscapes, manage stakeholder engagement, and provide invaluable counsel to the board. This course is an essential investment for professionals committed to fostering a culture of integrity and achieving excellence in corporate secretarial practice.

## Target Audience / This training course is suitable for:

- Aspiring and current Board Secretaries.
- Corporate Secretaries and Company Secretaries.
- Governance Professionals and Consultants.
- In-house Legal Counsel and Corporate Lawyers.
- Compliance Officers and Managers.
- Executive Assistants and administrative staff supporting the board.
- Members of the Board of Directors seeking to understand governance roles.
- Internal Auditors and Risk Management Professionals.

## Target Sectors and Industries:

- Banking and Financial Services.
- Healthcare and Pharmaceuticals.
- Energy, Oil, and Gas.
- Technology and Telecommunications.
- Manufacturing and Industrial sectors.
- Retail and Consumer Goods.
- Governmental bodies and public sector organizations.
- Non-profit and charitable organizations.

## Target Organizations Departments:

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

## Course Offerings:

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

- Master the core principles and international frameworks of corporate governance.
- Define and enhance the strategic role and responsibilities of the Board Secretary.
- Implement best practices for managing board meetings, from agenda setting to minute-taking.
- Navigate complex legal duties, regulatory compliance, and corporate law.
- Develop robust systems for risk oversight and internal controls.
- Strengthen stakeholder communication and manage shareholder relations effectively.
- Conduct and facilitate board performance evaluations.
- Advise the board on matters of corporate ethics, conflicts of interest, and succession planning.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, interactive, and highly practical. We believe that adult learning is most effective when it combines theoretical knowledge with hands-on application. This course utilizes a blended learning approach, incorporating expert-led presentations, in-depth case study analyses of real-world governance successes and failures, and dynamic group discussions that encourage peer-to-peer learning. Participants will engage in practical exercises, including mock board meetings and role-playing scenarios, to build confidence and refine their skills in a controlled environment. Interactive workshops will focus on critical tasks such as drafting effective minutes, preparing comprehensive board packs, and developing a risk management framework. Our experienced facilitators foster a collaborative atmosphere, providing continuous feedback and guiding participants to connect established theories with their unique professional challenges. The emphasis is on providing actionable insights and strategies that can be immediately implemented to improve governance effectiveness within their organizations.

## Course Agenda (Course Units):

### Unit One Foundations of Modern Corporate Governance

- The evolution and importance of corporate governance.
- Key principles of corporate governance from OECD and other bodies.
- Exploring different governance models and theories.
- The legal and regulatory framework governing corporations.
- Understanding the roles of shareholders, management, and the board.
- Introduction to corporate social responsibility and ESG factors.
- The impact of corporate culture on governance effectiveness.

### Unit Two The Strategic Role of the Board Secretary

- Moving from an administrator to a strategic governance advisor.
- Core duties and responsibilities of the modern Board Secretary.
- Acting as the primary communication channel for the board.
- Managing board dynamics and director relationships.
- Ensuring proper information flow to and from the board.
- The role in director induction, training, and development.
- Upholding ethical standards and acting as the corporate conscience.

## Unit Three Mastering Board Processes and Meeting Management

- Best practices for planning and structuring board meetings.
- Developing strategic and effective meeting agendas.
- The art and science of creating high-impact board packs.
- Techniques for precise and legally sound minute-taking.
- Managing action items and ensuring follow-through.
- Leveraging technology for efficient board administration.
- Facilitating effective virtual and hybrid board meetings.

## Unit Four Compliance, Risk Management, and Legal Duties

- Understanding directors' fiduciary duties and liabilities.
- Developing and overseeing a corporate compliance program.
- The board's role in risk management and oversight.
- Navigating disclosure requirements and transparency.
- Managing conflicts of interest and related party transactions.
- An overview of key legislation like the Sarbanes-Oxley Act.
- The Board Secretary's role in crisis management and response.

## Unit Five Advanced Governance Dynamics and Stakeholder Engagement

- Conducting effective board and committee evaluations.
- Strategies for board refreshment and succession planning.
- Managing shareholder relations and activism.
- Engaging effectively with diverse stakeholders.
- The function of board committees like Audit, Remuneration, and Nomination.
- Fostering a culture of integrity and ethical decision-making.
- Future trends and challenges in corporate 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 ESG demands, how can a Board Secretary transition from a procedural administrator to a strategic architect of corporate conscience?

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

This course distinguishes itself by focusing intensely on the strategic evolution of the Board Secretary's role, moving far beyond standard procedural training. While other programs may concentrate on the mechanics of meeting management and compliance checklists, this curriculum is built to cultivate strategic advisors. It bridges the gap between governance theory and practical leadership, empowering participants to become trusted counselors to their boards. The content is uniquely designed to address the contemporary challenges of ESG integration, shareholder activism, and complex ethical dilemmas, preparing attendees for the future of governance, not just its present state. The methodology emphasizes critical thinking through rigorous case studies and interactive simulations, rather than passive learning. Participants will not just learn what the rules are; they will explore how to apply them with wisdom and foresight to guide their organizations toward sustainable value creation and impeccable corporate integrity. This is a course for those who aspire to be architects of good governance, not merely its custodians.