Corporate Governance and the Board Secretary Role Training Course



30 Nov - 04 Dec 2026

Tokyo

5800 € (Per Person)

Ref: #MA3043_191570

Course Introduction / Overview:

The role of the board secretary has evolved dramatically from a traditional administrative function to a pivotal strategic position at the heart of corporate governance. This intensive training course is designed to equip participants with the comprehensive knowledge and advanced skills required to excel in this critical role. We delve into the core principles that underpin effective governance, exploring how the board secretary acts as the conscience of the organization, ensuring compliance, integrity, and transparency. Drawing upon foundational concepts from leading academics like Robert I. Tricker, whose work in "Corporate Governance: Principles, Policies, and Practices" has shaped modern governance frameworks, this program provides a holistic understanding of the board secretary's responsibilities. BIG BEN Training Center has meticulously structured this course to cover everything from the procedural excellence of managing board meetings and taking minutes to the strategic acumen required for advising the board on complex regulatory landscapes and stakeholder relations. Participants will leave with the confidence to not only fulfill their statutory duties but also to add significant value as a trusted advisor to the board, driving organizational success through robust governance.

Target Audience / This training course is suitable for:

- Newly appointed and experienced Board Secretaries.
- Company Secretaries and Assistant Company Secretaries.
- Corporate Governance Professionals and Managers.
- Legal Counsel, In-house Lawyers, and Paralegals.
- Compliance Officers and Risk Managers.
- Executive Assistants and Personal Assistants supporting the Board.
- Board Members and Directors seeking to understand the role better.
- Senior managers aspiring to a corporate secretariat or governance career.

Target Sectors and Industries:

- Banking, Finance, and Insurance Services.
- Energy, Oil, Gas, and Utilities.
- Healthcare, Pharmaceuticals, and Life Sciences.
- Technology, Media, and Telecommunications.
- Manufacturing, Engineering, and Construction.
- Retail and Consumer Goods.
- Governmental Bodies, Public Sector Agencies, and Authorities.
- Non-profit Organizations and Educational Institutions.

Target Organizations Departments:

- Corporate Secretariat and Governance.
- Legal and Corporate Affairs.
- Compliance and Regulatory Affairs.
- Risk Management and Internal Audit.
- Executive Leadership and Board of Directors Office.
- Investor Relations and Shareholder Services.
- Finance and Accounting.

Course Offerings:

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

- Define and master the core duties and strategic responsibilities of the modern board secretary.
- Implement and uphold the highest standards of corporate governance best practices.
- Manage the entire board meeting cycle with precision, from agenda setting to action tracking.
- Navigate complex legal frameworks and ensure full regulatory compliance for the organization.
- Enhance board dynamics and facilitate effective communication between directors and management.
- Develop robust strategies for managing shareholder relations and stakeholder engagement.
- Contribute effectively to strategic planning, risk oversight, and board evaluation processes.
- Advise the board confidently on emerging governance trends, including ESG and technology.

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 deep, applicable learning. This course utilizes a blended approach that combines expert-led instruction with dynamic, hands-on activities. Participants will engage in detailed case study analyses of real-world governance successes and failures, allowing them to dissect complex scenarios and understand the practical implications of their decisions. Collaborative group discussions and workshops encourage peer-to-peer learning, enabling participants to share experiences and diverse perspectives from various industries. A significant portion of the training is dedicated to practical exercises, including role-playing sessions for managing challenging board meetings and workshops on drafting effective minutes and resolutions. This experiential learning is reinforced by continuous feedback from the instructor and peers, ensuring that participants can confidently apply the learned concepts directly to their professional roles. The focus is on building practical skills and strategic judgment, creating a transformative learning experience that prepares participants for the modern challenges of corporate governance.

Course Agenda (Course Units):

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

- The evolution of the board secretary from administrator to strategic advisor.
- Core principles of corporate governance and their impact on organizational success.
- An overview of key international governance codes and frameworks.
- Defining the critical relationship between the board secretary, the chair, and the CEO.
- Understanding the legal and statutory duties of the company secretary.
- Promoting ethical conduct and a culture of integrity within the organization.
- Mapping the corporate governance ecosystem and key stakeholders.

Unit Two: Mastering the Board Meeting Cycle

- Best practices for planning and preparing for effective board and committee meetings.
- Techniques for developing strategic, focused, and compliant meeting agendas.
- Managing the timely and secure distribution of digital and physical board packs.
- Facilitating productive discussions and ensuring all voices are heard.
- The art and science of taking accurate, concise, and defensible minutes.
- Properly documenting decisions, action items, and dissenting opinions.
- Implementing a robust system for tracking and following up on action points.

Unit Three: Compliance, Regulation, and Corporate Records

- Navigating the complex corporate legal and regulatory environment.
- Ensuring compliance with statutory filing, reporting, and disclosure requirements.
- Best practices for maintaining the company's statutory registers and records.
- The pivotal role of the board secretary in corporate transactions and due diligence.
- Identifying, disclosing, and managing conflicts of interest at the board level.
- Understanding insider trading regulations and managing sensitive information.
- Developing and implementing a comprehensive annual compliance calendar.

Unit Four: Board Dynamics and Stakeholder Engagement

- Techniques for understanding and managing different board personalities and dynamics.
- Facilitating clear and effective communication between the board and executive management.
- The board secretary's role in director induction, training, and professional development.
- Strategies for effective shareholder communication and relationship management.
- Planning and executing a successful and compliant Annual General Meeting (AGM).
- Engaging with a wide range of stakeholders, including employees, regulators, and the community.
- Methods for conflict resolution and building consensus within the boardroom.

Unit Five: Strategic Influence and Future-Proofing Governance

- The board secretary's contribution to corporate strategy development and review.
- Supporting the board in its crucial role of risk management and oversight.
- Processes for facilitating effective board, committee, and individual director evaluations.
- Advising the board on Environmental, Social, and Governance (ESG) matters.
- Leveraging technology to enhance governance efficiency and board administration.
- Horizon scanning for emerging governance trends, challenges, and regulations.
- Creating a personal development plan for growth as a strategic governance leader.

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 a purely administrative function to that of a strategic governance advisor, how can they effectively balance the duty of compliance with the need to foster innovation and agility within the boardroom?

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

This course distinguishes itself by adopting a holistic and strategic perspective on the board secretary's role, moving far beyond procedural checklists and administrative tasks. While other programs may focus narrowly on statutory duties, this training course cultivates the strategic acumen required to function as a true governance leader and trusted advisor to the board. We place a strong emphasis on the nuanced and often challenging aspects of the role, such as managing complex board dynamics, fostering a culture of ethical leadership, and navigating the intricate balance between compliance and performance. The curriculum is uniquely forward-looking, dedicating significant time to emerging trends like ESG integration, the impact of technology on governance, and the increasing importance of stakeholder capitalism. Rather than simply reciting regulations, our methodology uses immersive case studies and interactive scenarios to build practical wisdom and sound judgment. Participants will not just learn what to do; they will understand why they are doing it and how to adapt governance principles to the unique context of their own organization, ensuring they can provide proactive and value-added support to their boards.