



Councils and Committees Operations Specialists Training Course

06 - 10 Sep 2027
Vienna



Councils and Committees Operations Specialists Training Course

Ref.: 36308_23039 **Date:** 06 - 10 Sep 2027 **Location:** Vienna **Fees:** 5700 **Euro**

Course Overview:

This advanced training course highlights the crucial role that operations specialists play in boards and committees. Participants will gain a thorough understanding of the rules and procedures for managing boards and committees, including preparing minutes and agendas, and handling legal documents and their associated responsibilities. The training also covers how to manage meetings and make sound decisions, with an emphasis on transparency, disclosure, and governance of conflict of interests. The course aims to enhance participants' skills in dealing with risks and legal responsibilities, ensuring tasks are carried out efficiently and effectively.

Target Audience:

- Board and committee members
- Executive directors
- Operations specialists in boards and committees
- Governance and compliance officers
- Senior and middle management
- Individuals interested in developing their skills in managing meetings and committees

Targeted Organizational Departments:

- Public Relations
- Executive Management
- Marketing and Communications
- Human Resources
- International Affairs

Targeted Industries:

- Government institutions
- Multinational companies
- Non-profit sector
- Academic institutions

Course Offerings:

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

- Understand the role of board and committee members and the importance of this role in corporate governance.
- Efficiently and professionally prepare minutes and agendas.
- Apply best practices in managing meetings and committees and making informed decisions.
- Handle legal documents and maintain transparency and disclosure.
- Assess risks and legal responsibilities associated with board and committee members.
- Enhance their skills in dealing with board members and major shareholders.
- Implement principles of conflict of interest governance and effective organizational management.

Training Methodology:

The course uses an interactive training methodology that includes case studies, group work, interactive sessions, and feedback sessions. Participants will apply the concepts learned in realistic scenarios, enhancing their understanding and ability to handle various challenges.

Course Toolbox:

- Workbooks
- Training Resources
- Checklists and templates
- Body language analysis tools

Course Agenda:

Day 1: The Role and Importance of Board and Committee Members

- **Topic 1:** Definition and role of board and committee members.
- **Topic 2:** The importance of board and committee positions and their relation to governance.
- **Topic 3:** General rules for operations specialists in boards and committees.
- **Topic 4:** Roles and responsibilities of board and committee operations specialists.
- **Reflection & Review:** Discussion and evaluation of the day's coverage.



Day 2: Preparing Minutes and Agendas

- **Topic 1:** Agendas and best practices in their preparation.
- **Topic 2:** Definition of meeting minutes MoM.
- **Topic 3:** Key elements of meeting minutes checklist.
- **Topic 4:** Methods of writing minutes with examples.
- **Topic 5:** Retaining minutes and their attachments and the legal responsibility.
- **Topic 6:** Drafting minutes.
- **Topic 7:** Scheduling meetings and routine agendas.
- **Topic 8:** Importance of meeting attachments as an integral part of the minutes.
- **Reflection & Review:** Evaluating new concepts and practices and sharing experiences.

Day 3: Board Procedures

- **Topic 1:** Boardroom: board and committee meetings.
- **Topic 2:** When board/committee decisions are needed.
- **Topic 3:** Validity of board and committee decisions.
- **Topic 4:** Issuing decisions in urgent matters Circulation.
- **Topic 5:** Proxies in board meetings.
- **Topic 6:** Calculating quorum in board meetings, decisions during meetings, and by circulation.
- **Topic 7:** Board and committee meeting reports.
- **Reflection & Review:** Discussion of meeting outcomes and ways to improve processes.

Day 4: Governance of General Assemblies and Board/Committee Meetings

- **Topic 1:** General assemblies - their types and functions.
- **Topic 2:** Calling for general assemblies and board/committee meetings.
- **Topic 3:** Managing general assemblies and board/committee meetings.
- **Topic 4:** Proxies in general assemblies and board/committee meetings.
- **Topic 5:** Writing minutes for general assemblies.
- **Topic 6:** Important regulations and policies for board/committee meetings.
- **Topic 7:** Transparency and disclosure: best practices.
- **Topic 8:** Governance of conflict of interest and related party transactions.
- **Reflection & Review:** Discussion of procedures and practical applications.

Day 5: Risk Management and Legal Responsibilities

- **Topic 1:** Authority matrix and the principle of separation of duties.
- **Topic 2:** Powers of Attorney PoA and how to reduce reliance on them.
- **Topic 3:** Tort liability of board and committee members.
- **Topic 4:** Directors and Officers D&O Insurance: protecting board members and senior executives.
- **Topic 5:** Skills in dealing with board members and major shareholders.
- **Topic 6:** The suitability of the role of board and committee secretaries and its future.
- **Reflection & Review:** Comprehensive evaluation of the course and key takeaways.



How This Course is Different from Other boards and committees Courses:

This course stands out by focusing on not only providing theoretical knowledge but also offering practical, interactive applications. It uses the latest training techniques and provides unique tools to help build and develop the essential skills required to represent institutions effectively and confidently. The course includes realistic simulations of the challenges participants may face in meetings and committees, offering a comprehensive and integrated learning experience.



Training Course Categories

Agile PM and Project Management Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Data Analytics Training and Data Science Courses

Environment & Sustainability Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

Occupational Health, Safety and Security Training Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses



Training Cities

Accra Ghana	Al Jubail Saudi Arabia	Amman Jordan
Amsterdam Netherlands	Athens Greece	Baku Azerbaijan
Bangkok Thailand	Barcelona Spain	Berlin Germany
Cairo Egypt	Cape town South Africa	Casablanca Morocco
Chicago USA	Doha Qatar	Dubai UAE
Frankfurt Germany	Geneva Switzerland	Istanbul Turkey
Jakarta Indonesia	Johannesburg South Africa	Kuala Lumpur Malaysia
Kuwait Kuwait	Langkawi Malaysia	Lisbon Portugal
London UK	Madrid Spain	Manama Bahrain
Marbella Spain	Milan Italy	Montreux Switzerland
Munich Germany	Muscat Oman	Nairobi Kenya
New York USA	Paris France	Phuket Thailand
Porto Portugal	Prague Czech Republic	Riyadh Saudi Arabia



Training Cities

Rome

Italy

San Diego

USA

Seoul

South Korea

Sharm El-Sheikh

Egypt

Singapore

Singapore

Tashkent

Uzbekistan

Tbilisi

Georgia

Tokyo

Japan

Toronto

Canada

Trabzon

Turkey

Vienna

Austria

Zanzibar

Tanzania

Zoom

Online Training