# Board Secretary Skills for Governance Professionals

30 Aug - 03 Sep 2027
Zoom

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# Board Secretary Skills for Governance Professionals

**Ref.:** 103600604_78102 **Date:** 30 Aug - 03 Sep 2027 **Location:** Zoom **Fees:** 1500 **Euro**

## Course Overview:

Board Secretary Skills Training for Governance Professionals is a practical corporate training course designed to strengthen the governance, compliance, meeting management, and board administration skills of board secretaries, corporate secretaries, company secretaries, executive secretaries, and governance professionals. This Board Secretary Training Course focuses on the modern secretary's role as a governance adviser, not only a meeting note-taker. The uploaded materials highlight the corporate secretary as a bridge between the board, management, shareholders, and stakeholders, with responsibilities covering governance advice, board communication, meeting support, minutes, records, and ethical practice.

Participants will develop practical skills in Board Governance Training, Corporate Governance Training, Board Meeting Management Training, Board Minutes Training, Board Records Management Training, Board Compliance Training, and Governance and Compliance Training. Through board pack reviews, minute-writing exercises, resolution drafting, committee records examples, and governance scenarios, participants will learn how to support board effectiveness, maintain accurate governance records, manage conflicts of interest, and help boards make informed, compliant, and well-documented decisions.

## Target Audience:

- Board Secretaries
- Corporate Secretaries
- Company Secretaries
- Assistant Company Secretaries
- Governance Officers
- Board Secretariat Team Members
- Executive Secretaries supporting boards
- Administrative Managers supporting committees
- Legal and Compliance Officers
- Executive Assistants working with CEOs, chairpersons, or directors

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## Targeted Organizational Departments:

- Board Secretariat and Governance Office
- Board of Directors Office
- Executive Management Office
- Legal and Corporate Affairs
- Compliance and Risk Management
- Internal Audit and Assurance
- Company Secretary Office
- Administration and Executive Support
- Investor Relations and Shareholder Affairs
- Records Management and Document Control

## Targeted Industries:

- Banking, financial services, and insurance
- Energy, utilities, oil and gas
- Government and public sector entities
- Listed and regulated companies
- Healthcare and pharmaceuticals
- Higher education institutions
- Non-profit organizations and charities
- Telecommunications and technology
- Real estate, infrastructure, and construction
- Manufacturing and industrial organizations
- Family businesses and private companies

## Course Offerings:

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

- Explain the role of the board secretary as a governance professional.
- Support directors, chairpersons, committees, and executive management.
- Prepare board agendas, meeting notices, board packs, and annual calendars.
- Manage quorum, attendance, conflicts of interest, and decision flow.
- Draft accurate board minutes, resolutions, ratifications, and action logs.
- Maintain board records, registers, committee files, and governance documents.
- Apply Board Compliance Training practices to strengthen governance controls.
- Support board effectiveness reviews, director induction, and committee reporting.
- Improve communication between the board, CEO, management, and stakeholders.
- Apply practical Corporate Secretary Training and Company Secretary Training Course practices.

## Training Methodology:

The course uses a practical, interactive approach based on real board secretary responsibilities. Participants will work through board meeting scenarios, board paper reviews, minutes drafting, resolution writing, action tracking, and committee records exercises. The training combines short expert-led sessions, group discussions, document review workshops, case studies, and feedback sessions.

The methodology reflects the uploaded governance materials, which emphasize the secretary's role before, during, and after board meetings, including agenda planning, board papers, quorum checks, conflict monitoring, decision recording, and action follow-up. Participants will also review records management guidance on what committee records should be kept and how minutes should be structured.

## Course Toolbox:

- Board agenda sample
- Annual board calendar example
- Board pack checklist
- Meeting notice and attendance register examples
- Conflict of interest checklist
- Board minutes structure guide
- Resolution and ratification examples
- Action log and matters arising tracker
- Governance reporting examples
- Reading references from uploaded PDF materials

***Note:*** *Tools are not provided as software licenses. The course provides insights, examples, templates, and checklists relevant to board secretary work.*

## Course Agenda:

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## Day 1: The Board Secretary as a Governance Professional

- **Topic 1:** Modern board secretary role in corporate governance.
- **Topic 2:** Board secretary, corporate secretary, company secretary, and executive secretary responsibilities.
- **Topic 3:** The secretary as a bridge between board, management, and stakeholders.
- **Topic 4:** Governance structures, committees, and reporting lines.
- **Topic 5:** Ethics, confidentiality, independence, and professional judgment.
- **Topic 6:** Key governance documents, charters, delegations, and terms of reference.
- **Reflection & Review:** Review how Board Secretary Skills Training supports governance and board effectiveness.

## Day 2: Board Preparation, Agendas, and Board Papers

- **Topic 1:** Building the annual board calendar.
- **Topic 2:** Preparing notices, agendas, board packs, and meeting materials.
- **Topic 3:** Reviewing board papers for clarity, risk, and decision readiness.
- **Topic 4:** Balancing compliance, operations, risk, assurance, and strategy on the agenda.
- **Topic 5:** Preparing chair briefings, matters arising, and action follow-up.
- **Topic 6:** Board portals, secure document circulation, and confidentiality.
- **Reflection & Review:** Review how Board Meeting Management Training improves meeting preparation.

## Day 3: Managing Board Meetings and Governance Decisions

- **Topic 1:** Supporting the chair during board meetings.
- **Topic 2:** Checking quorum, attendance, apologies, and meeting validity.
- **Topic 3:** Managing conflicts of interest, declarations, and recusals.
- **Topic 4:** Distinguishing approvals, noting, ratification, and resolutions.
- **Topic 5:** Managing presentations, advisers, logistics, and confidential discussions.
- **Topic 6:** Applying diplomacy, emotional intelligence, and tact in the boardroom.
- **Reflection & Review:** Review how Corporate Secretary Training strengthens meeting control and governance advice.

## Day 4: Minutes, Resolutions, Records, and Registers

- **Topic 1:** Principles of effective board minutes.
- **Topic 2:** Recording decisions, resolutions, material reasons, and actions.
- **Topic 3:** Using accurate minute language: received, noted, agreed, recommended, resolved, and ratified.
- **Topic 4:** Reviewing, circulating, approving, signing, and storing minutes.
- **Topic 5:** Maintaining registers, committee papers, records, and action logs.
- **Topic 6:** Managing confidential records, retention, and information requests.
- **Reflection & Review:** Review how Board Minutes Training and Board Records Management Training protect governance integrity.

## Day 5: Board Compliance, Effectiveness, and Strategic Governance Support

- **Topic 1:** Supporting board compliance through checklists and meeting controls.
- **Topic 2:** Supporting board effectiveness reviews and governance improvement plans.
- **Topic 3:** Secretary role in risk oversight, assurance, and ethical culture.
- **Topic 4:** Supporting nominations, succession planning, and director development.
- **Topic 5:** Applying 5 Whys, Pareto, and Ishikawa to governance issues.
- **Topic 6:** Applying Six Thinking Hats and structured thinking to board decisions.
- **Reflection & Review:** Final review of Board Secretary Skills Training and Board Compliance Training applications.

# FAQ:

## What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No formal qualification is required. Basic familiarity with governance, executive support, board administration, legal, compliance, or corporate secretarial work is helpful.

## How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans five days, approximately 20-25 hours of instruction.

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### What is the difference between board minutes and a meeting transcript?

Board minutes are not a word-for-word transcript. They should record decisions, resolutions, key reasons, actions, and governance evidence clearly. The uploaded Good Governance Guide explains that minutes are a record of the meeting, not a full report or transcript of every discussion.

## How This Course is Different from Other Board Secretary Skills Training for Governance Professionals Courses:

This course treats the board secretary as a strategic governance professional, not just an administrative meeting recorder. It combines Board Secretary Training Course content with Corporate Governance Training, Board Meeting Management Training, Board Minutes Training, Board Records Management Training, Board Compliance Training, and Board Effectiveness Training.

Participants work on practical tasks such as preparing board calendars, structuring agendas, reviewing board papers, supporting the chair, drafting minutes, recording resolutions, maintaining registers, and tracking board actions. The uploaded IFC material presents the corporate secretary as a governance professional responsible for board communication, compliance, meeting support, ethical culture, stakeholder relationships, and follow-up.

The course also emphasizes boardroom judgment, diplomacy, emotional intelligence, trust, confidentiality, and constructive challenge. This makes it practical for governance professionals who need to support formal compliance while improving board culture, decision quality, and governance maturity.

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# 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
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- 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

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