

# The Board Secretarial Practice

How To Provide A Board Secretariat Function That Adds Value

7 – 8 August 2024

This is an **interactive Virtual Instructor-Led Training (VILT)**. Kindly ensure you have a working Webcam and Headset with Microphone.

- ✓ Strictly limited number of seats to ensure maximum learning and experience for all delegates
- ✓ Thorough and customised program to address current market concerns
- ✓ Provision of a digital certificate to delegates at the end of the training

## KEY BENEFITS OF ATTENDING

- **UNDERSTAND** the key role played by the Board Secretary/ Governance Manager for Board support and effective organisational practices
- **ABLE** to interpret the necessary rules and regulations which impact upon the governance environment of your firm
- **LEARN** key practices, policies and procedures to ensure smooth and seamless planning, operation and follow up of AGMs, Board meetings, regulatory reporting and governance activities
- **DEVELOP** an understanding of how to deal with Corporate Governance dilemmas
- **UNDERSTAND** how to practically introduce and maintain a sound governance regime in your organisation