



*Training Course:
Board Secretariat and Committees: Mastering
Governance and Operational Excellence*

*17 - 21 November 2025
London (UK)
Landmark Office Space - Portman Street*

Training Course: Board Secretariat and Committees: Mastering Governance and Operational Excellence

Training Course code: SC235672 From: 17 - 21 November 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 6000 € Euro

Introduction:

This 5-day training program is designed to equip participants with the knowledge and skills required to effectively manage the secretariat functions of a board and its committees. The program focuses on best practices in governance, compliance, communication, and documentation to ensure efficient operations and alignment with organizational objectives. Participants will gain insights into board dynamics, regulatory frameworks, and the strategic role of the secretariat in supporting decision-making processes.

By the end of this program, participants will be empowered to contribute meaningfully to their organization's governance and operational success.

Objectives:

By the end of this program, participants will:

1. Understand the roles and responsibilities of the board secretariat and its committees.
2. Gain expertise in preparing and managing board and committee documentation.
3. Learn strategies for effective communication and coordination with board members and stakeholders.
4. Develop skills to ensure compliance with governance and regulatory requirements.
5. Enhance decision-making support through effective record-keeping and agenda management.

Target Audience:

- Board Secretaries and Assistant Secretaries
- Committee Coordinators
- Governance and Compliance Officers
- Administrative Professionals supporting boards or committees
- Professionals seeking to enhance their governance knowledge

Methodology:

This training employs interactive lectures, case studies, group discussions, and hands-on workshops to ensure participants acquire both theoretical knowledge and practical skills.

Outlines:

Day 1:

The Role of the Board Secretariat and Committees

- Understanding governance structures and frameworks
- Key roles and responsibilities of the board secretariat
- Board and committee composition and dynamics
- Best practices for supporting board and committee operations

Day 2:

Preparing and Managing Documentation

- Developing effective agendas and action plans
- Techniques for drafting accurate minutes and reports
- Document control and record-keeping best practices
- Managing board resolutions and follow-ups

Day 3:

Communication and Coordination

- Effective communication with board members and stakeholders
- Building trust and professionalism in stakeholder relationships
- Coordinating schedules, meetings, and resources efficiently
- Addressing challenges in managing diverse board committees

Day 4:

Governance and Regulatory Compliance

- Ensuring compliance with corporate governance principles
- Understanding legal and regulatory requirements
- The role of the secretariat in risk management and policy implementation
- Ethical considerations in governance

Day 5:

Enhancing Decision-Making Support

- Providing strategic support to board members and committees
- Leveraging technology for governance efficiency e.g., board portals
- Workshop: Simulating a board meeting with agenda preparation and minute drafting
- Final review and action plan for applying skills post-training

Registration form on the Training Course: Board Secretariat and Committees: Mastering Governance and Operational Excellence

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