

# The Board Secretarial Practice

“How to provide a board secretariat function that adds value”

13th – 14th January 2019  
Grand Hyatt Dubai, United Arab Emirates

## Major 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

## Why you Should Attend?

This 2 day training program is to develop the essential skills and knowledge required for Board Secretaries in order to play an active role inside and outside the boardroom, regarding the governance and compliance of their organisation, and in carrying out their responsibilities effectively in line with international best practice and regulatory requirements. It also aims to give participants the knowledge and skills needed to conduct or facilitate proper board evaluation. This should result in better governed organisations within the region.

## Who Should Attend?

This course is designed for Company Directors, Legal Heads and Company Secretaries for this event.

- ✓ Company Secretaries
- ✓ Aspiring and assistant company secretaries
- ✓ Board Consultants
- ✓ CEOs
- ✓ C Suite Executives (CIO, CTO, CFO, CMO, CHRO, etc.)
- ✓ Company directors
- ✓ Aspiring directors

Organized by: \_\_\_\_\_



WE SOLVE YOUR PUZZLE