

THE BOARD SECRETARIAL PRACTICE

Ensure Effectiveness of Board with Governance and Compliance

23rd - 24th January 2025

16th - 17th April 2025

Kuala Lumpur (In Person / Online Training)

Major Benefits of Attending

By end of this course, delegates will be able to:-

- **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

Course Methodology

Client has the option to choose to participate either below method.

Online Course : *This course will be conducted via Zoom.*

Kuala Lumpur Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

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:



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