

THE BOARD SECRETARIAL PRACTICE

Strengthening Governance and Board Performance

16th - 17th April 2025

2nd - 3rd July 2025

Kuala Lumpur (In Person / Online Training)

Major Benefits of Attending

The 2-Day Board Secretarial Practice Training Program aims to equip company secretaries, governance professionals, and board administrators with the essential knowledge, skills, and best practices required to effectively manage board operations, ensure regulatory compliance, and uphold corporate governance standards.

1. ENHANCE Understanding of Corporate Governance:

- Develop a deep understanding of the legal and regulatory framework governing company secretarial practice
- Strengthen knowledge of corporate governance principles and their practical applications

2. STRENGTHEN Board Administration Skills:

- Equip participants with the ability to efficiently organize and manage board meetings
- Provide best practices for drafting agendas, minutes, and board resolutions

3. ENSURE Regulatory Compliance & Risk Management:

- Educate participants on compliance requirements, statutory filings, and corporate disclosures
- Enhance understanding of directors' duties, fiduciary responsibilities, and risk mitigation strategies

4. IMPROVE Strategic Advisory & Stakeholder Engagement:

- Enable company secretaries to play a strategic advisory role in corporate decision-making
- Enhance skills in engaging with stakeholders, regulators, and corporate leadership

By the end of the program, participants will be equipped with the expertise to effectively support boards, ensure compliance, and drive corporate governance excellence.

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.*

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.)
- ✓ Aspiring & Company directors

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Organized by:



For more details, contact hello@fdb.sg