MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

CERTIFICATE IN BOARD SECRETARIAL PRACTICE

"Master the essential governance and compliance skills to excel as a trusted Board Secretary"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

This course provides participants with in-depth knowledge of the roles, duties, and responsibilities of a Board Secretary in today's corporate governance environment. It focuses on effective board administration, statutory compliance, record management, and communication between the board, management, and stakeholders. Participants will gain both the theoretical understanding and practical tools needed to ensure smooth board operations and compliance with regulatory requirements.

Objectives

By the end of this program, participants will be able to:

- Understand the key responsibilities of a Board Secretary.
- Manage board meetings, agendas, and minutes effectively.
- Ensure compliance with corporate laws and governance codes.
- Facilitate board communication and decision-making processes.
- Maintain statutory registers and documentation accurately.
- Advise the board on corporate governance best practices.

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Why Attend

This program is designed to equip professionals with the knowledge and practical tools required to handle the demanding role of a Board Secretary. Whether you are already serving in a governance role or aspiring to do so, this course provides a comprehensive foundation to enhance your effectiveness and career growth.

Target Audience

- Company Secretaries and Assistant Secretaries
- Corporate Governance Officers
- Board Members and Executives
- Legal and Compliance Officers
- Administrative Professionals supporting Boards

Individual Benefits

- Gain practical insights into board operations and governance processes.
- Improve confidence in managing board meetings and compliance tasks.
- Strengthen your career credentials with a professional certification.
- Learn to build stronger relationships between the board and management.

Organizational Benefits

- Strengthened governance framework and compliance culture.
- Improved efficiency in board operations and documentation.
- Enhanced corporate reputation through effective governance practices.
- Reduced regulatory risk through accurate statutory compliance.

Instructional Methodology

- Interactive lectures and presentations
- Case studies and real-world examples
- Group discussions and role-playing exercises
- Practical templates and documentation samples
- Knowledge assessments and feedback sessions

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Course Outline

Module 1: Introduction to Board Secretarial Practice

- Role and importance of the Board Secretary
- Legal and regulatory framework

Module 2: Corporate Governance Fundamentals

- Principles and best practices
- Board structures and committees

Module 3: Board Meetings and Minutes Management

- Preparing agendas and board packs
- Recording and approving minutes

Module 4: Compliance and Statutory Obligations

- Maintaining statutory registers
- Filing requirements and legal compliance

Module 5: Communication and Liaison Role

- Interaction between board, management, and regulators
- Handling confidential information

Module 6: Corporate Ethics and Risk Management

- Ethical decision-making and board integrity
- Identifying and managing governance risks

Module 7: Emerging Trends and Digital Governance

- Use of technology in board management
- Future of governance and board dynamics

Certification

Upon successful completion of the program, participants will be awarded a Certificate in Board Secretarial Practice, recognizing their professional competence and understanding of corporate governance and board administration.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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