

Company Secretary Training

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Company Secretary Training is a comprehensive executive development program designed to strengthen the governance, compliance, legal administration, and board support capabilities required of modern company secretaries and corporate governance professionals. The company secretary plays a central role in supporting boards of directors, maintaining statutory compliance, coordinating governance processes, protecting corporate records, and facilitating effective communication between directors, executives, shareholders, regulators, and key stakeholders. This course provides participants with a practical understanding of company secretarial responsibilities, corporate governance frameworks, board administration, statutory records, meeting procedures, resolutions, regulatory compliance, and governance documentation. Participants learn how to organize board and shareholder meetings, prepare agendas and papers, draft accurate minutes, maintain registers, manage resolutions, and ensure governance obligations are completed on time. The program also explores the company secretary's advisory role in supporting directors, monitoring governance requirements, strengthening internal controls, and maintaining institutional transparency. Particular emphasis is placed on professional judgment, confidentiality, accuracy, procedural discipline, and effective stakeholder coordination. The executive-level value of this course lies in helping organizations reduce governance and compliance risk while improving the quality, consistency, and professionalism of company secretarial operations. Through practical workshops, governance case studies, document-based exercises, and realistic corporate scenarios, participants develop immediately applicable skills for private companies, listed organizations, public sector entities, government-linked institutions, and large corporations. The course ultimately enables participants to perform the company secretary function as a trusted governance professional supporting board effectiveness, regulatory compliance, corporate integrity, and sustainable organizational performance.

Course Objectives

By the end of this Company Secretary Training course, participants will be able to:

- Understand the professional role, responsibilities, and strategic importance of the company secretary.
- Explain core corporate governance principles and their application to company secretarial practice.
- Support boards of directors and committees through structured governance and administrative processes.
- Prepare professional board and shareholder meeting agendas, papers, resolutions, and supporting documentation.
- Draft accurate, concise, objective, and reliable minutes for board and shareholder meetings.
- Maintain statutory registers, governance records, corporate documents, and decision archives systematically.
- Coordinate director appointments, resignations, disclosures, approvals, and related governance requirements.
- Monitor compliance calendars, filing obligations, internal policies, and recurring corporate requirements.
- Manage communication with directors, shareholders, executives, regulators, and other stakeholders professionally.
- Identify company secretarial risks and implement controls that strengthen governance and compliance.

Course Content

Day 1: Company Secretary Role and Corporate Governance Fundamentals

- Understanding the modern role and responsibilities of the company secretary.
- Exploring corporate governance principles and organizational accountability.
- Clarifying relationships between directors, shareholders, executives, and the company secretary.
- Understanding board authority, delegated powers, and governance responsibilities.
- Distinguishing governance oversight from executive management responsibilities.
- Reviewing board structures, committees, charters, and governance frameworks.
- Understanding professional ethics, confidentiality, independence, and judgment.
- Identifying major governance and company secretarial risks.
- Supporting directors with accurate and timely governance information.
- Positioning the company secretary as a trusted corporate adviser.

Day 2: Board and Shareholder Meeting Administration

- Developing annual calendars for board, committee, and shareholder meetings.
- Planning meetings in accordance with governance and corporate requirements.
- Preparing structured agendas aligned with required decisions and priorities.
- Coordinating agenda items with chairpersons, directors, and executives.
- Preparing board papers, meeting packs, notices, and supporting documents.
- Managing meeting notices, quorum requirements, attendance, and procedural controls.
- Coordinating physical, virtual, and hybrid corporate meetings.
- Managing sensitive and confidential agenda items professionally.
- Supporting voting, approvals, and formal decision-making processes.
- Establishing effective pre-meeting and post-meeting procedures.

Day 3: Minutes, Resolutions and Corporate Records

- Understanding the governance significance of accurate meeting minutes.
- Drafting concise and objective board and shareholder meeting minutes.
- Recording decisions, actions, challenges, declarations, and conflicts appropriately.
- Preparing written resolutions and documenting formal approvals.
- Managing review, amendment, approval, and circulation of meeting records.
- Creating effective action logs and resolution tracking systems.
- Maintaining statutory books, registers, and governance records.
- Organizing corporate document retention and secure archiving practices.
- Protecting confidential, privileged, and sensitive company information.
- Establishing reliable controls for corporate record accuracy and accessibility.

Day 4: Compliance, Statutory Administration and Director Support

- Building a structured corporate compliance calendar.
- Monitoring recurring statutory, governance, and internal filing obligations.
- Maintaining director, shareholder, ownership, and disclosure records.
- Coordinating director appointments, resignations, renewals, and changes.

- Supporting governance requirements associated with corporate actions.
- Managing director declarations and potential conflicts of interest.
- Coordinating communication with regulators and relevant authorities.
- Supporting directors with governance guidance and procedural information.
- Maintaining policies, delegations, charters, and governance documents.
- Identifying and escalating potential compliance and governance concerns.

Day 5: Governance Excellence and Company Secretarial Best Practices

- Assessing the effectiveness of company secretarial processes and controls.
- Improving communication between boards, management, shareholders, and stakeholders.
- Supporting board induction, development, and governance improvement initiatives.
- Monitoring implementation of board decisions and corporate actions.
- Developing company secretarial dashboards and compliance reports.
- Strengthening governance documentation and institutional memory.
- Managing difficult governance situations with professionalism and discretion.
- Identifying procedural weaknesses and developing corrective actions.
- Applying risk-based approaches to company secretarial responsibilities.
- Developing an implementation roadmap for stronger secretarial governance practices.

Target Audience

This professional Company Secretary Training program is designed for professionals responsible for governance, corporate administration, compliance, legal support, and board affairs, including:

- Company secretaries and assistant company secretaries.
- Corporate secretarial professionals and governance officers.
- Board secretaries and committee secretaries.
- Corporate governance managers and specialists.
- Legal officers and in-house legal professionals.
- Compliance and regulatory affairs professionals.

- Corporate affairs and executive office professionals.
- Board affairs and senior administrative staff.
- Professionals responsible for statutory records and corporate filings.
- Government and public sector officials supporting corporate boards.
- Risk, internal control, and governance professionals.
- Professionals preparing to move into company secretary or governance roles.

Course Requirements

Participants should have a general understanding of organizational structures, corporate administration, legal processes, governance, compliance, or executive support. Previous experience as a company secretary is beneficial but not required, as the course progresses from fundamental responsibilities to more advanced governance and compliance practices. Participants are encouraged to bring anonymized examples of meeting agendas, minutes, resolutions, registers, compliance calendars, governance policies, or corporate records from their organizations for practical discussion. Any documents used during the program should be appropriately sanitized to protect confidential and sensitive information. Familiarity with board, shareholder, regulatory, or corporate administrative environments will enhance the learning experience but is not mandatory.

Training Methodology

The training methodology combines executive-level governance concepts with intensive practical application to ensure direct workplace relevance. Participants engage in governance case studies, meeting simulations, agenda preparation exercises, minute-writing workshops, resolution drafting, compliance calendar development, record-management activities, and realistic company secretarial scenarios. Practical exercises focus on strengthening accuracy, procedural discipline, regulatory awareness, confidentiality, and governance judgment. Participants review examples of effective and ineffective corporate documents and evaluate the governance and compliance implications of each. Facilitated discussions address complex situations involving directors, shareholders, executives, regulators, conflicts of interest, confidential information, and sensitive corporate decisions. The methodology emphasizes practical tools, templates, checklists, and structured

processes that participants can adapt immediately to their organizations.

Learning Outcomes

Upon successful completion of the course, participants will be able to:

- Perform company secretarial responsibilities with greater confidence and professional competence.
- Support boards and shareholders through organized governance and meeting processes.
- Prepare high-quality agendas, board papers, notices, resolutions, and governance documents.
- Draft accurate and professionally structured meeting minutes.
- Maintain statutory registers, company records, governance documents, and decision archives.
- Coordinate director and shareholder-related governance requirements effectively.
- Build and manage compliance calendars and recurring corporate obligations.
- Strengthen communication among directors, executives, shareholders, and regulators.
- Identify governance and compliance risks and implement appropriate controls.
- Contribute to stronger corporate governance, accountability, transparency, and board effectiveness.

Instructor Profile

An internationally certified expert with extensive practical and consulting experience. The instructor brings extensive expertise in company secretarial practice, corporate governance, board administration, compliance, statutory records, corporate documentation, regulatory processes, governance risk, and executive support. The training approach combines international governance principles with practical implementation experience across corporate, government, public sector, and complex institutional environments. Participants benefit from realistic scenarios, structured methodologies, practical documentation techniques, and immediately applicable tools that strengthen meeting administration, minute writing, statutory compliance, corporate records, director support, stakeholder coordination, and overall governance effectiveness.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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