

Corporate Stewardship & Company Secretary

Professional Training Course

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Course Description

Introduction

Corporate Stewardship & Company Secretary is a premium executive training program designed to strengthen governance leadership, institutional stewardship, board effectiveness, compliance, and company secretarial capabilities across complex organizations. The program equips participants to understand how responsible corporate stewardship supports long-term value creation, accountability, ethical leadership, stakeholder confidence, and sustainable organizational performance. Participants explore the evolving role of the company secretary as a trusted governance adviser who connects the board, executive management, shareholders, regulators, committees, and other key stakeholders. The course provides practical expertise in board administration, governance frameworks, statutory responsibilities, meeting management, resolutions, corporate records, director support, compliance monitoring, and institutional decision-making. Particular emphasis is placed on integrating stewardship principles with governance processes so that organizations can strengthen oversight while balancing strategic, financial, regulatory, ethical, and stakeholder considerations. Participants learn how to improve board information flows, maintain governance discipline, protect institutional integrity, and ensure that critical decisions are properly documented and followed through. The executive-level value of this course lies in enabling organizations to move beyond procedural compliance toward a more mature model of responsible governance and stewardship. Through practical workshops, board simulations, governance case studies, and document-based exercises, participants develop tools that can be implemented directly within government entities, public institutions, family businesses, listed companies, and large corporations. The program ultimately positions company secretarial and governance professionals as strategic contributors to board effectiveness, stakeholder trust, institutional resilience, and sustainable value creation.

Course Objectives

By the end of this Corporate Stewardship & Company Secretary course, participants will be able to:

- Understand the principles of corporate stewardship and their relevance to modern governance.
- Explain the strategic role of the company secretary in supporting responsible organizational oversight.
- Distinguish clearly between board, executive, shareholder, and company secretarial responsibilities.
- Strengthen governance frameworks that support accountability, transparency, ethics, and long-term value creation.
- Prepare professional agendas, board papers, resolutions, minutes, and governance documentation.
- Maintain statutory records, registers, policies, delegations, and corporate decision archives effectively.
- Support directors and committees with timely, accurate, and decision-relevant governance information.
- Coordinate compliance obligations, governance calendars, disclosures, approvals, and recurring requirements.
- Manage stakeholder expectations, confidentiality, conflicts of interest, and sensitive governance matters professionally.
- Contribute to board effectiveness, governance improvement, and sustainable corporate stewardship.

Course Content

Day 1: Corporate Stewardship and Governance Foundations

- Understanding corporate stewardship and long-term organizational responsibility.
- Exploring governance principles, accountability, transparency, integrity, and ethical leadership.
- Connecting stewardship with sustainable organizational value creation.
- Clarifying board, executive, shareholder, and company secretary responsibilities.
- Understanding fiduciary duties and governance oversight.
- Examining board structures, committees, mandates, and delegated authorities.
- Reviewing governance frameworks, policies, charters, and codes.
- Identifying major governance and stewardship risks.
- Understanding stakeholder expectations and institutional responsibilities.
- Positioning the company secretary as a strategic governance adviser.

Day 2: Board Effectiveness and Strategic Governance Support

- Supporting boards in fulfilling oversight and stewardship responsibilities.
- Developing effective board and committee annual calendars.
- Aligning meeting agendas with strategic and governance priorities.
- Preparing high-quality board papers and executive briefing materials.
- Improving information flows between directors and management.
- Supporting constructive challenge and informed board decision-making.
- Coordinating board committees and delegated governance responsibilities.
- Managing director induction, development, and succession support.
- Maintaining appropriate boundaries between governance and management.
- Strengthening board effectiveness through structured governance practices.

Day 3: Company Secretarial Practice, Meetings and Documentation

- Planning board, committee, and shareholder meetings professionally.
- Preparing notices, agendas, meeting packs, and supporting documentation.
- Managing quorum, attendance, voting, and procedural requirements.
- Drafting clear, concise, objective, and accurate meeting minutes.
- Recording decisions, dissent, declarations, and conflicts appropriately.
- Preparing resolutions and documenting formal approvals.
- Managing approval and circulation of meeting records.
- Developing action logs and decision tracking systems.
- Maintaining secure corporate and governance archives.
- Protecting confidential and sensitive institutional information.

Day 4: Compliance, Records and Stakeholder Governance

- Building structured governance and compliance calendars.
- Monitoring statutory, regulatory, and internal governance obligations.
- Maintaining director, shareholder, ownership, and disclosure registers.
- Coordinating director appointments, resignations, renewals, and changes.

- Managing declarations, conflicts of interest, and related-party governance issues.
- Supporting communication with regulators and institutional stakeholders.
- Maintaining governance policies, delegations, and corporate records.
- Managing shareholder and stakeholder communications professionally.
- Escalating governance and compliance concerns appropriately.
- Strengthening institutional controls for corporate record integrity.

Day 5: Stewardship Excellence and Sustainable Governance

- Embedding stewardship principles into governance and decision-making processes.
- Supporting board and committee effectiveness evaluations.
- Monitoring implementation of board decisions and strategic actions.
- Developing governance dashboards and stewardship reporting.
- Strengthening accountability for long-term organizational outcomes.
- Managing reputational, governance, and stakeholder-related risks.
- Improving institutional transparency and governance communication.
- Reviewing governance practices against leading organizational standards.
- Developing corrective actions for identified governance weaknesses.
- Creating a practical roadmap for sustainable stewardship and governance improvement.

Target Audience

This professional training program is designed for executives and specialists responsible for governance, company secretarial practice, stewardship, board affairs, and organizational accountability, including:

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

- Corporate affairs and shareholder relations professionals.
- Risk, assurance, and internal control professionals.
- Senior administrators supporting boards and executive committees.
- Government officials supporting institutional or corporate boards.
- Directors seeking deeper understanding of stewardship and governance processes.
- Professionals preparing for senior company secretary or governance leadership roles.

Course Requirements

Participants should have a general understanding of corporate structures, governance, executive administration, compliance, legal affairs, or board support activities. Previous company secretarial experience is beneficial but not mandatory, as the program progresses from essential stewardship and governance principles to advanced practical applications. Participants are encouraged to bring anonymized examples of board agendas, minutes, governance policies, registers, compliance calendars, resolutions, or corporate records for practical analysis. Any materials used during training should be appropriately sanitized to protect confidential or sensitive organizational information. Familiarity with board, shareholder, governance, regulatory, or executive environments will enhance participation but is not required.

Training Methodology

The training methodology combines executive-level governance concepts with practical, application-focused learning designed for real organizational environments. Participants engage in stewardship case studies, board simulations, agenda preparation workshops, minute-writing exercises, resolution drafting, governance documentation reviews, compliance planning, and stakeholder scenarios. Practical activities focus on strengthening professional judgment, procedural accuracy, board support, accountability, confidentiality, and governance discipline. Participants analyze examples of strong and weak governance practices and assess their impact on organizational value, compliance, reputation, and stakeholder confidence. Facilitated discussions explore complex situations involving directors, shareholders, executives, regulators, conflicts of interest, ethical challenges, and sensitive corporate decisions. The methodology emphasizes immediately applicable templates,

governance tools, checklists, and structured processes that participants can adapt to their own organizations.

Learning Outcomes

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

- Apply corporate stewardship principles to governance and company secretarial responsibilities.
- Support boards in delivering effective oversight and long-term organizational value.
- Establish structured governance and company secretarial processes.
- Prepare professional board documentation, minutes, resolutions, and corporate records.
- Manage compliance calendars, registers, disclosures, and recurring governance obligations.
- Strengthen communication between boards, management, shareholders, and stakeholders.
- Support directors with accurate, timely, and strategically relevant governance information.
- Identify governance, stewardship, compliance, and reputational risks.
- Contribute to board evaluations and continuous governance improvement.
- Promote accountability, transparency, institutional integrity, and sustainable organizational performance.

Instructor Profile

An internationally certified expert with extensive practical and consulting experience. The instructor brings extensive expertise in corporate stewardship, company secretarial practice, corporate governance, board effectiveness, compliance, board administration, governance documentation, stakeholder management, institutional accountability, and organizational transformation. The training approach combines internationally recognized governance principles with practical experience across corporate, public sector, government, and complex institutional environments. Participants benefit from realistic governance scenarios, structured methodologies, practical documentation techniques, and immediately applicable tools that strengthen stewardship, board support, compliance, corporate records, stakeholder coordination, governance effectiveness, and long-term organizational value.

Contact Us

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

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