



## TOP SECRETS OF BEING AN EFFECTIVE COMPANY SECRETARY

### AIM :



This programme provides a comprehensive overview of the extensive administrative and statutory duties of the Company Secretary. It is presented by a seasoned Company Secretary and will equip Company Secretaries with tools and techniques to improve their effectiveness and understanding of their roles as value adding members of their organisations.

## REPORT ON CORPORATE GOVERNANCE AS PER KING IV

- Practical application of Principle 10: Practice 90 – 99

## OUTCOMES/LEARNING OBJECTIVES

- Botswana Companies act. Chapter 42:01
- Duties of the Company Secretary
- Administrative duties
- Regulations
- Practical tips on being an effective Board /Company Secretary
- Interaction with the board and individual directors
- Interaction with shareholders
- Annual general meetings
- Minutes taking and writing reports
- Director induction
- Board charter and terms of reference
- Board assessment
- Ethics and whistle blowing
- Compliance and how the company secretary deals with this?
- Managing information flows
- Managing meetings from conception to follow-up
- Governance frameworks
- Dealing with regulators and other stakeholders
- How to guide and influence
- Best practice guidance on policies and procedures

## METHODOLOGY :

- Practical presentations on formulating and implementing modern international corporate governance principle 10 Practice 90 – 99 will be blended with case studies drawn from recent international precedents.

Workshop projects that simulate real-life experiences will help to reinforce of this key principle.

The course will contain a variety of training activities that include:

- Practical presentations and lectures
- Group discussions
- Case studies
- Board support simulations and role plays

## WHO SHOULD ATTEND?

- Company secretaries and governance professionals
- Directors & Board Members
- Governance Committee members
- Corporate counsel
- Senior company management
- Investors and fund managers
- Analysts
- Regulators
- Securities exchange officials
- Lawyers & legislators
- Students