Advanced Board Secretariat & Committee Management Course

2026 □□□□□□ 26 – 22
Cairo (Egypt)

UK Traininig
PARTNER



Advanced Board Secretariat & Committee Management Course

Ref: 20262176_1486-122 Duration: Cairo (Egypt) Fees: 4900 GBP

Why This Course

Boards play a critical role in guiding organizational strategy, managing risk, and driving performance. This intensive 1-week program builds on foundational board secretariat knowledge to develop advanced skills in governance, committee management, and strategic decision-making. Participants will gain practical tools and frameworks to enhance board effectiveness, navigate complex governance challenges, and support organizational success.

What You'll Learn and Practice

By attending this course, you will be able to:

- Apply advanced governance frameworks to strengthen board effectiveness.
- Manage committees efficiently and optimize cross-committee collaboration.
- Facilitate strategic decision-making at the board level.
- Communicate effectively with board members, management, and stakeholders.
- Oversee risk management, compliance, and ESG governance initiatives.

The Program Flow

Day 1: Advanced Board Governance

- Emerging trends and best practices in board governance
- Board composition, succession planning, and evaluation
- Enhancing board performance and effectiveness
- Governance during crisis situations

Day 2: Strategic Committee Management

- Optimizing committee structures and charters
- Facilitating impactful committee meetings
- Cross-committee collaboration and reporting
- Measuring committee performance and outcomes



Day 3: Board Communication and Stakeholder Relations

- Advanced minute-taking and report writing
- Managing board-management dynamics
- Shareholder and stakeholder engagement strategies
- Crisis communication and reputation management

Day 4: Risk Management and Compliance

- Enterprise risk management at the board level
- Compliance oversight and reporting frameworks
- Cybersecurity governance considerations
- ESG and sustainability governance

Day 5: Strategic Decision-Making and Organizational Performance

- Facilitating board-level strategic planning
- Financial oversight and value creation
- Measuring and reporting organizational performance
- Governance for innovation and digital transformation

Individual Impact

Participants will leave this course with:

- Practical expertise in advanced board governance and committee management.
- Strategies to optimize committee collaboration and board performance.
- Enhanced skills in stakeholder communication and engagement.
- The ability to oversee risk management, compliance, and ESG initiatives effectively.

Organizational Impact

Organizations will benefit from:

- More effective boards capable of strategic oversight and decision-making.
- Optimized committee structures that improve collaboration and reporting.
- Strengthened stakeholder relationships and governance transparency.
- Robust risk, compliance, and ESG oversight supporting sustainable performance.



Training Methodology

- Interactive lectures and real-world case studies
- Hands-on exercises in board and committee management
- Group discussions to solve complex governance scenarios
- Practical frameworks and tools for immediate implementation

Beyond the Course

By the end of this 1-week program, participants will be ready to:

- Implement advanced governance frameworks to enhance board and committee effectiveness.
- Facilitate strategic decisions that align with organizational objectives.
- Strengthen stakeholder engagement and communication strategies.
- Oversee comprehensive risk management and compliance processes.

