



COMPANY SECRETARY MASTER CLASS WORKSHOP

ICSAN ... The Hub of Governance Professionals

EXECUTIVE OVERVIEW

The Company Secretary plays an important role in supporting the effectiveness of the Board by assisting the Board and management to develop good corporate governance practices and culture within the Company.

In order to play his/her role functionally and administratively very well, he/she needs to have a good knowledge, exposure and experience required to perform the roles.

The Master Class workshop would instill into the Company Secretary, the knowledge and skills required to play his role very well especially, when he/she has to report to the Chairman and also to the Managing Director in different capacities.

COURSE OBJECTIVES

By attending this course you will gain the knowledge and skills to:

- ▶ Appreciate to a greater extent, the role, responsibilities and key duties of the modern Company Secretary
- ▶ Understand your role in relation to the rest of the board and its activities
- ▶ Develop and implement best practice in corporate governance and better advise on legal obligations
- ▶ Understand the implications of the CAMA act and updates to the Nigeria Corporate Governance Code
- ▶ Sensitively deal with issues surrounding the disclosure of interests, extraordinary contracts, changes to auditors and the appointment/removal of directors

COURSE OUTCOME

This course provides an in-depth introduction to the complexities of the role of the Company Secretary, checklists and draft documents are provided for use post-course.

COURSE CONTENT:

- ▶ Communication between shareholders and the Board
- ▶ Company Secretarial Best Practice
- ▶ The role, responsibility of the Company Secretaries
- ▶ Identifying and Managing Stakeholders
- ▶ Finance for Company Secretary with IFRS component
- ▶ Effective Record Keeping and Minutes Writing

- ▶ Deploying Technology to Improve Board Effectiveness
- ▶ Building a balanced Board: Thoughts on the challenges to Board Diversity
- ▶ Supporting Boards: Managing Meetings and Communication Flow

Date	Location
February 25 – 26, 2020	Lagos
June: 9 – 10, 2020	Abuja
November 10 – 11, 2020	Lagos

Fees: Member - 100,000 | Non Member - 130,000

FOR WHOM:

Company Secretaries, Board Members, In-house Legal Counsels, Professional Advisers, Commercial Lawyers, suitable for Executives and Directors, Permanent Secretaries or those who reports directly to a Board such as Compliance Officers and Chief Risk Officers, as well as those who are responsible for Company Secretariat duties at Senior Management level.

Payment Details:

Account Name: Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)

Mode of Payment: A certified cheque in favour of Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN) or payment to be made to
Access Bank Plc Account Number 0016286656

SUBSTITUTION POLICY:

Delegate may send a substitute, provided ICSAN is notified in advance and the substitute meets eligibility criteria and is acceptable to ICSAN.

CANCELLATION/POSTPONEMENT POLICY:

Request for cancellation should reach ICSAN ten (10) working days before commencement of the course. For any cancellation or postponement with appropriate notification, handling and administrative charge of 20% of the fees will be paid. If the notice is received within (5) working days before the course commences, all the fees are forfeited.

BENEFITS:

ICSAN members benefit from a reduction in fees. Faculty members with outstanding experience of training are specially selected to share their knowledge and experience with delegates. The ICSAN Development programmes equip members and non-members with new skills and competences to help bring knowledge of key business issues completely up to date. Delegates who are not ICSAN members are welcome to all training programmes. The ICSAN training programmes offer the ideal corporate manpower development opportunities and veritable chance to network with other leaders.

For Registration/Enquires

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