

ADVANCED SECRETARIAL MANAGEMENT, GOVERNANCE AND COMPLIANCE



GENTEX[®]

TRAINING CENTER



Introduction

Advanced Secretarial Management, Governance and Compliance Training Course prepares secretariat and administrative professionals to run governance administration with accuracy and control. Participants work through the secretariat function and its responsibilities, corporate governance frameworks and compliance obligations, board and committee administration, meeting management, minutes and resolution records, statutory registers, filings, and document control, ethics, confidentiality, and conflict of interest handling, and compliance monitoring, reporting, and record retention as one connected discipline. The programme links the decisions a board makes with the records and compliance evidence the secretariat produces. As a result, learners gain a practical command of secretarial governance practice. Furthermore, the course strengthens administrative precision, governance awareness, and compliance discipline.

Advanced Secretarial Management, Governance and Compliance Course Objectives

- Explain the secretariat function, scope, and professional responsibilities.
- Apply corporate governance frameworks to secretariat practice.
- Apply compliance obligations covering statutory filings and registers.
- Administer board and committee meetings end to end.
- Apply agenda preparation, papers, and information distribution.
- Take accurate minutes and manage resolutions and action logs.
- Maintain statutory registers, records, and document control systems.
- Apply confidentiality, data protection, and information handling standards.
- Apply conflict of interest, declarations, and ethics administration.
- Apply compliance monitoring, reporting, and record retention practice.



Course Methodology

- Interactive sessions built on secretariat, governance, and compliance cases.
- Workshops on agendas, minute writing, and resolution drafting.
- Group exercises on register maintenance, filings, and document control.
- Hands-on practice with meeting packs, minute templates, and compliance logs.
- Simulation of a board meeting and a compliance filing cycle.
- Facilitator coaching and peer review on personal secretariat practice plans.

Who Should Take This Course

- Board and company secretaries and their deputies.
- Governance and compliance officers.
- Executive and personal assistants supporting boards.
- Legal and administrative officers in governance roles.
- Committee secretaries and meeting coordinators.
- Records, document control, and registry staff.

Advanced Secretarial Management, Governance and Compliance Course Outlines

Day 1: The Secretariat Function and Governance Context

- The secretariat role, scope, and professional standards.
- Corporate governance frameworks and the secretariat's place in them.

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- Accountability lines and delegation of administrative authority.
- Governance codes and regulatory expectations.
- The secretariat's relationship with the chair and executives.
- Professional ethics, independence, and confidentiality.
- Case discussion: a resolution recorded that no one had approved.

Day 2: Board and Committee Administration

- Board and committee composition and terms of reference.
- Governance calendar and meeting cycle planning.
- Agenda preparation, sequencing, and paper distribution.
- Board packs, quality checks, and deadlines.
- Quorum, attendance, and meeting logistics.
- Committee reporting and escalation to the board.
- Workshop: preparing a complete board meeting pack.

Day 3: Minutes, Resolutions, and Action Records

- Minute-taking technique, structure, and accuracy.
- Recording decisions, dissent, and declarations.
- Drafting and circulating resolutions and written resolutions.
- Action logs, owners, deadlines, and follow-up.
- Version control, approval, and signature formalities.
- Secure storage and retrieval of meeting records.
- Exercise: writing minutes and a resolution from a mock meeting.

Day 4: Registers, Filings, and Document Control



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- Statutory registers and their maintenance duties.
- Regulatory filings, deadlines, and submission practice.
- Document control, numbering, and classification systems.
- Records retention schedules and disposal rules.
- Data protection and information handling standards.
- Register updates for appointments, resignations, and changes.
- Simulation: completing a statutory filing and register update.

Day 5: Compliance, Ethics, and Monitoring

- Compliance obligations administered by the secretariat.
- Conflict of interest and declaration register management.
- Gifts, hospitality, and related party transaction records.
- Whistleblowing intake and confidential handling.
- Compliance monitoring logs and evidence keeping.
- Reporting, audit support, and record retrieval requests.
- Capstone: presenting a secretariat governance and compliance plan.

Conclusion

By successfully completing Advanced Secretarial Management, Governance and Compliance, participants will gain a practical command of the secretariat function and governance context, board and committee administration, minute taking and resolution records, statutory registers, filings and document control, and compliance monitoring, ethics and record retention. They will acquire skills in meeting administration, minute writing, register and filing management, and compliance record keeping that make governance decisions accurate and auditable. Gentex Training Center designs the programme to help professionals run secretarial governance with confidence.





FAQs for the Advanced Secretarial Management, Governance and Compliance course

Q1 What is the "Advanced Secretarial Management, Governance and Compliance" course about?

It prepares secretariat and administrative professionals to run governance administration with accuracy and control. The course spans the secretariat function and governance context, board and committee administration, minutes, resolutions and action records, registers, filings and document control, and compliance, ethics and monitoring.

Q2 What are the key benefits of the "Advanced Secretarial Management, Governance and Compliance" course?

You gain a practical command of secretarial governance practice that links the decisions a board makes with the records and compliance evidence the secretariat produces. The course improves meeting administration and pack preparation, strengthens minute writing and resolution control, sharpens register and filing practice, and gives you compliance monitoring and record retention discipline that makes governance auditable.



Q3 What skills will I gain from the "Advanced Secretarial Management, Governance and Compliance" course?

You will develop four core skills: board and committee administration with agenda and pack preparation, minute taking with resolution drafting and action tracking, statutory register and regulatory filing management, and document control with compliance monitoring and record retention.



Q4 What tools, methods, or standards are covered in the "Advanced Secretarial Management, Governance and Compliance" course?

The course covers the secretariat role, scope and professional standards, corporate governance frameworks and the secretariat's place in them, accountability lines and delegation of administrative authority, governance codes and regulatory expectations, the secretariat's relationship with the chair and executives, professional ethics, independence and confidentiality, board and committee composition and terms of reference, governance calendar and meeting cycle planning, agenda preparation, sequencing and paper distribution, board packs, quality checks and deadlines, quorum, attendance and meeting logistics, committee reporting and escalation to the board, minute-taking technique, structure and accuracy, recording decisions, dissent and declarations, drafting and circulating resolutions and written resolutions, action logs, owners, deadlines and follow-up, version control, approval and signature formalities, secure storage and retrieval of meeting records, statutory registers and their maintenance duties, regulatory filings, deadlines and submission practice, document control, numbering and classification systems, records retention schedules and disposal rules, data protection and information handling standards, register updates for appointments, resignations and changes, compliance obligations administered by the secretariat, conflict of interest and declaration register management, gifts, hospitality and related party transaction records, whistleblowing intake and confidential handling, compliance monitoring logs and evidence keeping, and reporting, audit support and record retrieval requests.



Q5 How is the "Advanced Secretarial Management, Governance and Compliance" course applied in real-world practice?

Participants apply it to real work such as preparing a complete board meeting pack, writing minutes and a resolution from a live meeting, maintaining a statutory register and update log, completing a regulatory filing before its deadline, managing a conflict of interest declaration register, answering an audit record retrieval request, and presenting a secretariat governance and compliance plan. The same methods support document control improvement and compliance evidence readiness.