

LEADERSHIP AND GOVERNANCE TOOLKIT FOR BOARD AND SENIOR EXECUTIVES



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TRAINING CENTER



Introduction

Leadership and Governance Toolkit for Board and Senior Executives Training Course equips board members and senior executives with the practical instruments that governance and leadership demand. Participants work through governance foundations, board duties, and accountability, the board toolkit: charters, agendas, papers, and decision records, strategy, risk, and performance oversight instruments, executive leadership, influence, and board dynamics, and ethics, stakeholder governance, and board effectiveness review as one connected discipline. The programme links the authority a board holds with the concrete tools that make its oversight work. As a result, learners gain a practical command of board leadership and governance. Furthermore, the course strengthens governance judgement, leadership influence, and oversight discipline.

Leadership and Governance Toolkit for Board and Senior Executives Course Objectives

- Explain governance foundations, board duties, and accountability lines.
- Apply board charters, committee terms, and reserved matters schedules.
- Apply board agendas, board papers, and decision record standards.
- Apply delegation frameworks, authority limits, and decision rights.
- Apply strategy oversight tools, including assumption testing and review.
- Apply risk oversight instruments: appetite statements and risk dashboards.
- Apply performance oversight with KPIs, scorecards, and dashboards.
- Apply executive leadership styles, influence, and board dynamics practice.
- Apply stakeholder governance and investor and regulator engagement.
- Apply ethics, conflicts, and board evaluation and effectiveness review.

Course Methodology



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- Interactive sessions built on board and executive governance cases.
- Workshops on charters, board papers, and risk appetite statements.
- Group exercises on delegation design, papers, and challenge practice.
- Hands-on practice with dashboards, decision logs, and evaluation surveys.
- Simulation of a board meeting and a contentious decision.
- Facilitator coaching and peer review on personal board effectiveness plans.

Who Should Take This Course

- Board members, chairs, and committee members.
- Chief executives and senior executives.
- Company secretaries and governance professionals.
- C-suite officers in finance, risk, and strategy.
- Directors preparing for board appointments.
- Consultants advising boards and executive teams.

Leadership and Governance Toolkit for Board and Senior Executives Course Outlines

Day 1: Governance Foundations and Board Duties

- Governance concepts, codes, and stakeholder expectations.
- Board duties, fiduciary responsibility, and accountability lines.
- Board composition, independence, and conflict management.
- Chair, CEO, and company secretary roles and interfaces.
- Governance failure patterns and their warning signs.
- Board culture, challenge, and constructive dissent.



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- Case discussion: a board that never asked a hard question.

Day 2: The Board Toolkit Charters, Papers, and Decisions

- Board charters, committee terms, and reserved matters schedules.
- Board agendas, forward planners, and information sequencing.
- Board paper standards, structure, and quality checks.
- Decision records, minutes, and action tracking.
- Delegation frameworks, authority limits, and decision rights.
- Board induction, development, and information access.
- Workshop: building a board meeting pack and decision log.

Day 3: Strategy, Risk, and Performance Oversight

- Strategy oversight: assumptions, scenarios, and challenge questions.
- Risk oversight instruments: appetite statements and tolerance.
- Risk dashboards, heat maps, and board risk reporting.
- Performance oversight with KPIs, scorecards, and dashboards.
- Capital allocation and investment approval oversight.
- Monitoring delivery, exceptions, and corrective action.
- Exercise: preparing an oversight dashboard for a board.

Day 4: Executive Leadership, Influence, and Board Dynamics

- Leadership styles and situational leadership at the top.



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- Executive presence, influence, and persuasion.
- Executive decision-making under uncertainty and bias.
- Boardroom dynamics, alliances, and constructive challenge.
- Managing the chair-CEO-executive relationship.
- Crisis leadership and stakeholder confidence.
- Simulation: leading a contentious board decision.

Day 5: Ethics, Stakeholders, and Board Effectiveness

- Ethics, integrity, and tone at the top.
- Conflicts of interest, gifts, and declaration frameworks.
- Stakeholder governance: investors, regulators, and communities.
- Disclosure, transparency, and reporting to stakeholders.
- Board evaluation, peer review, and effectiveness assessment.
- Board renewal, succession, and skills matrix planning.
- Capstone: presenting a board leadership and governance toolkit.

Conclusion

By successfully completing Leadership and Governance Toolkit for Board and Senior Executives, participants will gain a practical command of governance foundations and board duties, the board toolkit of charters, papers and decisions, strategy, risk and performance oversight instruments, executive leadership and board dynamics practice, and ethics, stakeholder governance and board effectiveness review. They will acquire skills in governance oversight and board practice, board toolkit design and decision documentation, strategy, risk and performance oversight, and executive leadership, stakeholder governance, and board effectiveness that hold up under scrutiny. Gentex Training Center designs the programme to help leaders govern with confidence.





FAQs for the Leadership and Governance Toolkit for Board and Senior Executives course

Q1 What is the "Leadership and Governance Toolkit for Board and Senior Executives" course about?

It equips board members and senior executives with the practical instruments that governance and leadership demand. The course spans governance foundations and board duties, the board toolkit of charters, papers and decisions, strategy, risk and performance oversight, executive leadership and board dynamics, and ethics, stakeholders and board effectiveness.

Q2 What are the key benefits of the "Leadership and Governance Toolkit for Board and Senior Executives" course?

You gain a practical command of board leadership and governance that links the authority a board holds with the concrete tools that make its oversight work. The course improves charters, agendas and papers, strengthens delegation and decision records, sharpens strategy, risk and performance oversight, and builds leadership, stakeholder, and board evaluation practice.



Q3 What skills will I gain from the "Leadership and Governance Toolkit for Board and Senior Executives" course?

You will develop four core skills: governance oversight and board practice, board toolkit design and decision documentation, strategy, risk and performance oversight, and executive leadership, stakeholder governance, and board effectiveness.



Q4 What tools, methods, or standards are covered in the "Leadership and Governance Toolkit for Board and Senior Executives" course?

The course covers governance concepts, codes and stakeholder expectations, board duties, fiduciary responsibility and accountability lines, board composition, independence and conflict management, chair, CEO and company secretary roles and interfaces, board culture, challenge and constructive dissent, board charters, committee terms and reserved matters schedules, board agendas, forward planners and information sequencing, board paper standards, structure and quality checks, decision records, minutes and action tracking, delegation frameworks, authority limits and decision rights, board induction, development and information access, strategy oversight through assumptions, scenarios and challenge questions, risk oversight instruments including appetite statements and tolerance, risk dashboards, heat maps and board risk reporting, performance oversight with KPIs, scorecards and dashboards, capital allocation and investment approval oversight, monitoring delivery, exceptions and corrective action, leadership styles and situational leadership at the top, executive presence, influence and persuasion, executive decision-making under uncertainty and bias, boardroom dynamics, alliances and constructive challenge, the chair-CEO-executive relationship, crisis leadership and stakeholder confidence, ethics, integrity and tone at the top, conflicts of interest, gifts and declaration frameworks, stakeholder governance for investors, regulators and communities, disclosure, transparency and reporting to stakeholders, board evaluation, peer review and effectiveness assessment, and board renewal, succession and skills matrix planning.



Q5 How is the "Leadership and Governance Toolkit for Board and Senior Executives" course applied in real-world practice?

Participants apply it to real work such as building a board meeting pack and decision log, drafting a charter and reserved matters schedule, preparing an oversight dashboard with KPIs and risk indicators, testing strategic assumptions in a board session, running a board evaluation and skills matrix review, managing a contentious board decision, and presenting a board leadership and governance toolkit. The same methods support board renewal and effectiveness improvement.