

MASTERCLASS IN CORPORATE AFFAIRS AND GOVERNANCE



GENTEX[®]
TRAINING CENTER



Introduction

Masterclass in Corporate Affairs and Governance Training Course prepares corporate affairs leaders, company secretaries, and governance professionals to run governance and corporate affairs at a senior level. Participants work through governance foundations and the corporate affairs mandate, board support, meetings, and the company secretary role, statutory duties, disclosure, and regulatory compliance, stakeholder governance, reputation, and communication, and governance maturity, ethics, and board effectiveness as one connected discipline. The programme links the governance duty an organisation owes with the corporate affairs practice that delivers it. As a result, learners gain a practical command of corporate affairs and governance. Furthermore, the course strengthens governance judgement, board support discipline, and stakeholder literacy.

Masterclass in Corporate Affairs and Governance Course Objectives

- Explain governance foundations, board duties, and the corporate affairs mandate.
- Apply board charters, committees, and reserved matters schedules.
- Apply board meeting administration, agendas, papers, and minutes.
- Apply the company secretary role, duties, and statutory obligations.
- Apply statutory filings, registers, and records management duties.
- Apply disclosure, transparency, and reporting obligations.
- Apply stakeholder governance, investor relations, and engagement practice.
- Apply conflicts of interest, gifts, and declaration frameworks.
- Apply governance codes, ethics, and conduct expectations.
- Apply board evaluation, governance maturity, and improvement roadmaps.

Course Methodology



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- Interactive sessions built on corporate affairs and governance cases.
- Workshops on charters, board papers, and disclosure drafting.
- Group exercises on meeting administration and stakeholder mapping.
- Hands-on practice with minute templates, registers, and dashboards.
- Simulation of a board meeting and a conflicts-of-interest decision.
- Facilitator coaching and peer review on governance improvement plans.

Who Should Take This Course

- Company secretaries and board secretariat staff.
- Corporate affairs and governance professionals.
- Board members and committee members.
- Legal, compliance, and regulatory affairs officers.
- Investor relations and communication professionals.
- Consultants advising on governance and corporate affairs.

Masterclass in Corporate Affairs and Governance Course Outlines

Day 1: Governance Foundations and the Corporate Affairs Mandate

- Governance concepts, codes, and stakeholder expectations.
- Board duties, fiduciary responsibility, and accountability lines.
- The corporate affairs mandate and its scope.
- Board composition, independence, and conflicts management.



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- Chair, CEO, and company secretary roles and interfaces.
- Governance failure patterns and warning signs.
- Case discussion: a governance breakdown that reached the press.

Day 2: Board Support, Meetings, and the Company Secretary Role

- Board charters, committee terms, and reserved matters schedules.
- Board meeting administration: notices, agendas, and forward planners.
- Board paper standards, quality checks, and information access.
- Minute taking, decision records, and action tracking.
- The company secretary: role, duties, and statutory obligations.
- Board induction, development, and evaluation support.
- Workshop: preparing a board pack and drafting minutes.

Day 3: Statutory Duties, Disclosure, and Compliance

- Statutory filings, registers, and record-keeping duties.
- Disclosure obligations and market transparency rules.
- Regulator interaction and inspection readiness.
- Corporate record governance and retention schedules.
- Conflicts of interest, gifts, and declaration frameworks.
- Related-party transactions and approval requirements.
- Exercise: building a statutory compliance calendar.

Day 4: Stakeholder Governance and Reputation

- Stakeholder mapping for governance purposes.



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- Investor relations, analyst engagement, and roadshows.
- Regulator, government, and community engagement.
- Reputation management and crisis communication basics.
- Media handling and public disclosure discipline.
- ESG and sustainability communication governance.
- Simulation: managing a reputational issue with stakeholders.

Day 5: Ethics, Board Effectiveness, and Maturity

- Ethics, integrity, and tone at the top.
- Speak-up channels and whistleblowing protection.
- Board evaluation, peer review, and effectiveness assessment.
- Board renewal, succession, and skills matrix planning.
- Governance maturity assessment and gap analysis.
- Improvement roadmap, action tracking, and change management.
- Capstone: presenting a corporate affairs and governance framework.

Conclusion

By successfully completing Masterclass in Corporate Affairs and Governance, participants will gain a practical command of governance foundations and the corporate affairs mandate, board support, meetings and the company secretary role, statutory duties, disclosure and compliance, stakeholder governance and reputation, and ethics, board effectiveness and maturity assessment. They will acquire skills in governance and corporate affairs leadership, board support and meeting administration, statutory, disclosure and compliance management, and stakeholder governance, ethics, and board effectiveness that hold up under scrutiny. Gentex Training Center designs the programme to help professionals govern corporate affairs with confidence.





FAQs for the Masterclass in Corporate Affairs and Governance course

Q1 What is the "Masterclass in Corporate Affairs and Governance" course about?

It prepares corporate affairs leaders, company secretaries, and governance professionals to run governance and corporate affairs at a senior level. The course spans governance foundations and the corporate affairs mandate, board support and the company secretary role, statutory duties, disclosure and compliance, stakeholder governance and reputation, and ethics, board effectiveness and maturity.

Q2 What are the key benefits of the "Masterclass in Corporate Affairs and Governance" course?

You gain a practical command of corporate affairs and governance that links the governance duty an organisation owes with the corporate affairs practice that delivers it. The course improves board support and papers, strengthens minute-taking and decision records, sharpens statutory and disclosure compliance, and builds stakeholder, ethics, and board evaluation practice.

Q3 What skills will I gain from the "Masterclass in Corporate Affairs and Governance" course?

You will develop four core skills: governance and corporate affairs leadership, board support and meeting administration, statutory, disclosure and compliance management, and stakeholder governance, ethics, and board effectiveness.



Q4 What tools, methods, or standards are covered in the "Masterclass in Corporate Affairs and Governance" course?

The course covers governance concepts, codes and stakeholder expectations, board duties, fiduciary responsibility and accountability lines, the corporate affairs mandate, board composition, independence and conflicts management, chair, CEO and company secretary roles and interfaces, board charters, committee terms and reserved matters schedules, board meeting administration including notices, agendas and forward planners, board paper standards, quality checks and information access, minute taking, decision records and action tracking, the company secretary role, duties and statutory obligations, board induction, development and evaluation support, statutory filings, registers and record-keeping, disclosure obligations and market transparency rules, regulator interaction and inspection readiness, corporate record governance and retention schedules, conflicts of interest, gifts and declaration frameworks, related-party transactions and approval requirements, stakeholder mapping for governance, investor relations, analyst engagement and roadshows, regulator, government and community engagement, reputation management and crisis communication, media handling and public disclosure discipline, ESG and sustainability communication governance, ethics, integrity and tone at the top, speak-up channels and whistleblowing protection, board evaluation, peer review and effectiveness assessment, board renewal, succession and skills matrix planning, and governance maturity assessment, gap analysis and improvement roadmapping.



Q5 How is the "Masterclass in Corporate Affairs and Governance" course applied in real-world practice?

Participants apply it to real work such as preparing a board pack and drafting minutes, building a statutory compliance calendar, maintaining registers and disclosure records, managing a conflicts-of-interest declaration process, planning investor and regulator engagement, handling a reputational issue with stakeholders, running a board evaluation, and presenting a corporate affairs and governance framework. The same methods support board renewal and governance maturity improvement.