

PROFESSIONAL CORPORATE GOVERNANCE, CORPORATE SECRETARIAT & POLICY DRAFTING



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TRAINING CENTER



Introduction

Professional Corporate Governance, Corporate Secretariat & Policy Drafting Training Course prepares company secretaries, governance officers, and policy owners to run governance administration and policy drafting at a professional standard. Participants work through governance foundations and the corporate secretariat mandate, board support, meetings, minutes, and decision records, statutory duties, registers, and disclosure compliance, policy architecture, drafting standards, and drafting practice, and policy approval, version control, and governance maturity as one connected discipline. The programme links the governance duty an organisation owes with the documentation and drafting discipline that proves it. As a result, learners gain a practical command of corporate governance, secretariat practice, and policy drafting. Furthermore, the course strengthens governance judgement, drafting quality, and record discipline.

Professional Corporate Governance, Corporate Secretariat & Policy Drafting Course Objectives

- Explain governance foundations, board duties, and the secretariat mandate.
- Apply board charters, committee terms, 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 record-keeping duties.
- Apply the policy hierarchy: strategy, policy, standard, procedure.
- Apply policy drafting standards, plain language, and readability rules.
- Apply policy structure: scope, definitions, roles, and compliance clauses.
- Apply approval workflows, document control, and version management.
- Apply disclosure, conflicts, and governance maturity assessment.



Course Methodology

- Interactive sessions built on governance, secretariat, and drafting cases.
- Workshops on board papers, minutes, and policy drafting practice.
- Group exercises on policy structure, review cycles, and compliance clauses.
- Hands-on practice with minute templates, registers, and policy drafts.
- Simulation of a board meeting and a policy approval cycle.
- Facilitator coaching and peer review on governance improvement plans.

Who Should Take This Course

- Company secretaries and board secretariat staff.
- Governance and compliance officers.
- Policy owners, analysts, and writers.
- Legal and regulatory affairs professionals.
- Quality and document control staff.
- Consultants advising on governance and policy frameworks.

Professional Corporate Governance, Corporate Secretariat & Policy Drafting Course Outlines

Day 1: Governance Foundations and the Secretariat Mandate

- Governance concepts, codes, and stakeholder expectations.
- Board duties, fiduciary responsibility, and accountability lines.

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- The corporate secretariat mandate and scope.
- Chair, CEO, and company secretary roles and interfaces.
- Governance failure patterns and warning signs.
- Ethics, conflicts, and declaration frameworks.
- Case discussion: a board decision with no record and no owner.

Day 2: Board Support, Meetings, and Records

- 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.
- Statutory filings, registers, and record-keeping duties.
- Disclosure obligations and inspection readiness.
- Workshop: preparing a board pack and drafting minutes.

Day 3: Policy Architecture and Drafting Standards

- The policy hierarchy: strategy, policy, standard, procedure, guideline.
- Policy taxonomy, classification, and numbering conventions.
- Policy templates, mandatory sections, and structure.
- Plain language, clarity, and readability rules.
- Scope, definitions, roles, and responsibilities drafting.
- Compliance statements, exceptions, and escalation clauses.
- Exercise: drafting a policy using a standard template.





Day 4: Approval, Document Control, and Version Management

- Approval workflows, consultation, and authorisation routes.
- Document control: numbering, versions, and change logs.
- Publication channels, accessibility, and awareness distribution.
- Attestation cycles, acknowledgements, and record keeping.
- Review schedules, expiry rules, and revision triggers.
- Translation and multilingual policy management.
- Simulation: running a policy approval and publication cycle.

Day 5: Compliance, Assurance, and Governance Maturity

- Policy compliance monitoring and testing methods.
- Non-compliance handling, exceptions, and waivers.
- Conflicts of interest, gifts, and declaration administration.
- Governance reporting and the annual governance statement.
- Governance maturity assessment and gap analysis.
- Improvement roadmap, action tracking, and change management.
- Capstone: presenting a governance, secretariat and policy framework.



Conclusion

By successfully completing Professional Corporate Governance, Corporate Secretariat & Policy Drafting, participants will gain a practical command of governance foundations and the secretariat mandate, board support, meetings and records, policy architecture and drafting standards, approval, document control and version management, and compliance, assurance and governance maturity assessment. They will acquire skills in governance and corporate secretariat practice, board support, minutes and records management, policy architecture and drafting, and policy approval, document control, and governance reporting that hold up under scrutiny. Gentex Training Center designs the programme to help professionals govern and draft with confidence.

FAQs for the Professional Corporate Governance, Corporate Secretariat & Policy Drafting course

Q1 What is the "Professional Corporate Governance, Corporate Secretariat & Policy Drafting" course about?

It prepares company secretaries, governance officers, and policy owners to run governance administration and policy drafting at a professional standard. The course spans governance foundations and the secretariat mandate, board support and records, policy architecture and drafting standards, approval, document control and version management, and compliance, assurance and maturity.



Q2 What are the key benefits of the "Professional Corporate Governance, Corporate Secretariat & Policy Drafting" course?

You gain a practical command of corporate governance, secretariat practice, and policy drafting that links the governance duty an organisation owes with the documentation and drafting discipline that proves it. The course improves board support and papers, strengthens minutes and statutory records, sharpens policy structure and drafting clarity, and builds document control and review discipline.

Q3 What skills will I gain from the "Professional Corporate Governance, Corporate Secretariat & Policy Drafting" course?

You will develop four core skills: governance and corporate secretariat practice, board support, minutes and records management, policy architecture and drafting, and policy approval, document control, and governance reporting.



Q4 What tools, methods, or standards are covered in the "Professional Corporate Governance, Corporate Secretariat & Policy Drafting" course?

The course covers governance concepts, codes and stakeholder expectations, board duties, fiduciary responsibility and accountability lines, the corporate secretariat mandate, chair, CEO and company secretary roles, ethics, conflicts and declaration frameworks, 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, statutory filings, registers and record-keeping, disclosure obligations and inspection readiness, the policy hierarchy of strategy, policy, standard, procedure and guideline, policy taxonomy, classification and numbering conventions, policy templates, mandatory sections and structure, plain language, clarity and readability rules, scope, definitions, roles and responsibilities drafting, compliance statements, exceptions and escalation clauses, approval workflows, consultation and authorisation routes, document control with numbering, versions and change logs, publication channels, accessibility and awareness distribution, attestation cycles, acknowledgements and record keeping, review schedules, expiry rules and revision triggers, translation and multilingual policy management, policy compliance monitoring and testing, non-compliance handling, exceptions and waivers, conflicts of interest, gifts and declaration administration, governance reporting and the annual governance statement, and governance maturity assessment, gap analysis and improvement roadmapping.



Q5 How is the "Professional Corporate Governance, Corporate Secretariat & Policy Drafting" 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, drafting a policy to a standard template, designing an approval workflow and version log, running an attestation cycle, setting review schedules and expiry rules, and presenting a governance, secretariat and policy framework. The same methods support document control improvement and governance maturity review.