

FOR COMPANY SECRETARIES AND GOVERNANCE PROFESSIONALS

Corporate Secretary Masterclass

Strengthen practice. Support the Board. Add real governance value.

**BOARD
PROCESS
GOVERNANCE****4-DAY COURSE**

CLASSROOM | ONLINE | BLENDED

A practical masterclass for company secretaries.

A comprehensive exploration of the role of the Company Secretary and the disciplines required to support effective governance. The course combines governance principles with practical guidance on Board relationships, meetings, reporting, records, annual planning and the tools used in day-to-day company secretarial practice.

WHAT PARTICIPANTS WILL COVER

Governance framework & role

Clarify the Company Secretary role, governance principles, policies, stakeholder relationships and support to the Board.

Board & committee practice

Strengthen meeting preparation, agendas, papers, minutes, actions and coordination across Board and committees.

Reporting, records & statutory discipline

Improve disclosures, reports, statutory registers, filing, record keeping and decision documentation.

Annual plan, evaluation & succession

Use practical approaches to Board annual planning, evaluation, composition, succession and director development.

Practical learning with optional tools and take-away resources.

Applied company secretarial learning

Built around practical governance workflows, realistic Board processes and immediately useful examples.

Optional digital & AI support tools

Optional access to governance tools and AI-based support resources for agendas, actions, registers, reporting and document preparation.

Downloads & support documents

Comprehensive downloadable guides, templates, checklists and support documents for ongoing workplace use.



Let's discuss your company secretarial learning priorities.

The masterclass can be tailored to your legal structure, Board model and governance requirements.

Start a conversation ->admin@shoreline-asia.com