

“CORPORATE SECRETARY WITHIN THE GOVERNANCE SYSTEM OF COMPANIES” TRAINING STRUCTURE

MODULE 1. ESSENCE AND ECONOMIC NECESSITY OF THE CORPORATE GOVERNANCE

- Essence of an effective corporate governance system
- Economic necessity of the corporate governance
- Basic principles of the corporate governance

MODULE 2. CORPORATE SECRETARY WITHIN THE CORPORATE GOVERNANCE SYSTEM

- Evolution of and preconditions for the development of a corporate secretary
- Mission and place of a corporate secretary within the corporate governance system of companies
- Main functions of a corporate secretary
- Skills and personal qualities of a corporate secretary

MODULE 3. ROLE OF A CORPORATE SECRETARY IN IMPROVING THE CORPORATE GOVERNANCE SYSTEM

- Corporate governance system analysis (audit) and draft of corporate improvement program
- Ongoing monitoring and ensuring legal compliance of corporate governance procedures and rules
- Draft of corporate policies (dividend, succession planning, relations with beneficiaries) and internal legal acts

MODULE 4. CORPORATE SECRETARY AND BOARD OF DIRECTORS

- BOARD OF DIRECTORS
 - Mission of the Board of Directors in the corporate governance system of companies
 - Composition and structure of the Board of Directors
 - Functions of the Board of Directors
 - Rules of Procedure for the Board of Directors
- CORPORATE SECRETARY'S ACTIVITIES WHEN ENSURING THE ACTIVITIES OF THE BOARD OF DIRECTORS
 - Draft of an annual work plan for the Board of Directors
 - Organizational, informational and documentary support for the preparation and holding of the meetings of the Board of Directors
 - Providing consulting support to the Board of Directors
 - Following up on the implementation of the decisions of the Board of Directors
 - Trainings of the members of the Board of Directors
 - Evaluation of the Board of Directors
 - Ensuring Board of Directors - Executive body information flows
 - Management of document circulation of the Board of Directors

MODULE 5. ROLE OF A CORPORATE SECRETARY IN THE RELATIONS WITH STAKEHOLDERS

- Role of a corporate secretary in protecting the rights of shareholders
- Role of a corporate secretary in stakeholders mapping and protecting their rights
- Role of a corporate secretary in corporate information disclosure

MODULE 6. MONITORING REQUIREMENTS OF NORMATIVE LEGAL ACTS RELATED TO CORPORATE SECRETARY ACTIVITIES

PRACTICAL TRAININGS

1. ANALYSIS OF THE CORPORATE GOVERNANCE SYSTEM
2. DRAFT OF ANNUAL WORK PLAN FOR THE BOARD OF DIRECTORS
3. EVALUATION OF THE ACTIVITIES OF THE BOARD OF DIRECTORS

CASE STUDY DISCUSSION