

CERTIFICATE IN CORPORATE GOVERNANCE BEST PRACTICE

Enhance Investor confidence through improved accountability and transparency



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A HYFLEX Course – A Training Solution That Gives You The Freedom To Choose Your Learning Environment



Sharon Ditchburn
Managing Director, Capital Advantage



COURSE INFORMATION

COURSE OVERVIEW

In recent years regulators and legislators have intensified their focus on how businesses are being run. New Corporate Governance measures that are beneficial for both stakeholders and controllers have been brought forth. This course will help you adopt a mechanism for effective governance in your organisation. You will be able to implement best practice on corporate management.

This course is designed for directors, management, and those with responsibilities for introducing Corporate Governance into organisations. This unique course addresses the principal components of good Corporate Governance. You will be able to enhance investor confidence through improved accountability and transparency.

You will understand what Corporate Governance is and why it is important. You will study the international governance frameworks and get up-to-speed with MENA Corporate Governance codes. You will discuss corporate failures to know what the failures were and what should have been done to avoid those failures. You will examine the Board's relationship with Risk Guidelines for effective fraud prevention. You will learn how you can implement a compliance strategy programme in your organisation.

COURSE METHODOLOGY

The course will consist of a combination of classroom training, case studies, real examples and group discussions.

COURSE ASSESSMENT

At the end of the course, there will be a multiple-choice exam of straight-forward questions based on the content covered during the course. A pass mark of 75%, in addition to a perfect attendance record and active participation during the course sessions is required to be awarded the Certificate of Completion from Informa. Should you wish not to take the test, you will receive a Certificate of Attendance from Informa based on your full attendance of the course.

WHO SHOULD ATTEND

This unique course is designed for those professionals whose responsibility it is to introduce good Corporate Governance into an organisation. This encompasses many different levels of seniority as well as various business functions.

REQUIREMENTS AND CERTIFICATES

Delegates must meet two criteria to be eligible for an Informa/CPD Certificate of Completion for a course:

1. Satisfactory attendance – delegates must attend all sessions of the course. Delegates who miss more than 2 hours of the course sessions will not be eligible to sit the course exam
2. Successful completion of the course assessment.

Delegates who do not meet these criteria will receive an Informa Certificate of Attendance. If delegates have not attended all sessions, the Certificate will clearly state the number of hours attended.

ABOUT CPD



Established in 1996, The CPD Certification Service is the independent CPD accreditation centre working across all sectors, disciplines and further learning applications and supports policies of institutional and professional organisations globally.



CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. This course is an accredited Continuing Professional Development (CPD) training which means it meets CPD standards and benchmarks. The learning value has been scrutinised to ensure integrity and quality.

ABOUT YOUR CPE CREDITS

- Delegate can earn up to **24 CPEs**
- **Program level:** Intermediate
- **Instructional Delivery Method:** Hyflex
- **Course Prerequisite & Advanced Preparation:** Reading material will be sent prior to the course



Informa Connect is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit.

COURSE INFORMATION

MEET YOUR COURSE EXPERT



Sharon Ditchburn

Managing Director, Capital Advantage

Sharon Ditchburn is a Certified Practicing Accountant, Fellow of Chartered Secretaries Australia and ICSA (UK), and holds legal qualifications from Australia, as well as an MBA specialising in Corporate Governance, Entrepreneurship and Strategy

She is one of the few individuals in the GCC certified by the IFC/World Bank to deliver their Director Development Programmes and has been delivering Corporate Governance advisory and training programmes throughout the GCC since 2005.

Sharon has wide ranging experience at senior management level, including as a CFO and Company Secretary in Australia and the UAE. Since 2004, she has worked with a wide range of listed, private and government owned enterprises in the GCC, including financial institutions, stock exchanges, private industrial firms, government departments and family owned businesses. Sharon is also an Authorised Individual by the DFSA with various regulated entities, including investment banks, brokerages, trust companies and wealth managers.

"This is one of the most relevant courses for all audit professionals. I would suggest all relevant functions to attend this at the beginning of their roles; so, they adopt best methodology possible."

Head of Internal Audit, Abunayyan Holding Company, Saudi Arabia

"Sharon Ditchburn is on top of the topics covered on the Course. She is fully familiar with the contexts of the Middle East region. She has a smooth and easy-to-understand way of communicating. The Course covered a range of topics across various industries."

Senior Advisor – Business Strategy, ADCO, UAE

"Sharon promoted participation and her learning style engaged with different participant's perspectives, material was tailored individually while we learnt from others around us."

VP Communications, ADNOC Logistics & Services, UAE

"Sharon seems to have a lot of experience and information in this field but i liked the most about her was that she was able to transfer part of her knowledge to others smoothly."

Legal Counsel, Seddiqi Holding, UAE



COURSE OUTLINE

Course Timings: The course will commence at 09:30 on Day One and end at 16:30 GST (GMT+4). There will be short refreshment breaks and a one hour lunch break at 12:45.

Regulatory Framework

- Introduction and background
- What is Corporate Governance?
- Why Corporate Governance?

International Standards

- The OECD Model
- The World Bank/IFC
- Other international frameworks

An Introduction To Governance Frameworks

- A prescriptive approach – The US
- A principles-based approach – The UK
- Corporate Governance in the MENA region
- Update on MENA Corporate Governance codes
- Update on Corporate Governance in the global context

IFC Governance Models

- Private sector
- Public sector
- Family-owned businesses

Corporate Governance and Islamic Financial Services

- Guiding principles
- Compliance with Sharia rules and principles
- Rationale and objectives

Group Discussion

- A regional approach to Corporate Governance
- What works best for us?
- Principles or prescriptive?
- Are cultural issues a problem, or an excuse?
- What does the international environment mean to us?

Essential Elements of Corporate Governance

Roles and Responsibilities

- Shareholders
- The Board
- The Company Secretary
- Senior management
- Re-designing the organisational chart
- Stakeholders

Practical Session – Board Practice

- Forming and running a Board
- Meeting
- Preparation
- Dilemmas and decisions
- Board evaluation
- Board dissent

The Audit Committee

- Recruitment/selection of members
- Independence
- Roles and responsibilities

Audit Responsibilities

- External audit
- Internal audit
- Relationships

Other Board Committees

- Nominations
- Remuneration
- Risk
- Corporate Governance

Enterprise Risk Management

- The Board's relationship with risk
- Organisational performance
- IISO 31000 and COSO
- Balanced Scorecard
- Risk mapping
- Toolkit

COURSE OUTLINE

Fraud Risk Management

Ethics

- Ethical dilemmas
- Ethics policies
- Industry examples

Fraud, Corruption and Bribery

- International laws and sanctions
- Corporate penalties and defences
- Guidelines for effective fraud prevention
- Implementing a compliance programme

Management Assessment Of Internal Controls

- Principles and practices
- Control risk assessment
- Disclosure and transparency

Practical Session – Policies And Procedures

- Fraud policy statement
- Fraud response plan
- Whistleblowing policy
- Hospitality and gifts
- Industry examples

The Company Secretary Toolkit

- Agendas, calendars
- Board packs
- Minutes
- Supporting a meeting
- Follow up
- Internal reporting
- Shareholder reporting

Practical Session – Stakeholder Analysis

- Stakeholder types
- Stakeholder mapping

Board Evaluation

- Techniques and tools
- Regulatory reporting

A Strategy For Corporate Governance Implementation

Practical – IFC Progression Matrix

- Private sector
- Public sector
- Family-owned businesses

First Impressions

- Assessing the risks
- Priorities and resources
- Choosing a model
- Internal assessment
- Moving to the next level
- Looking for management buy-in

Group Discussion

- How does your organisation measure up?
- Are there national issues?
- Do you have management support?
- Is this just a PR exercise?

Introducing A Corporate Governance Improvement Programme

- Preparing your report
- Drafting your plan
- Agreeing on the timetable

Implementing Your Strategy

- Documenting your programme
- Setting priorities and targets
- Managing the programme



EXPLORE THE NEXT GENERATION OF CORPORATE TRAINING WITH INFORMA'S HYFLEX LEARNING SOLUTION

WHAT IS HYFLEX?

HyFlex brings together the best of both worlds to give you the choice to attend our world-renowned courses either In-Person or Remotely



Informa HyFlex is an instructional model that combines face-to-face and remote learning, giving learners the option of attending sessions either In-Person* or synchronously Online.

Bridging the gap between In-Person and Remote Learning

The model provides rich face-to-face experience for In-Person attendees and promotes meaningful engagement for Remote learners at the same time. Our trainers are skilled at addressing two audiences simultaneously, ensuring you are engaged in the content and activities whether you are in the training room or attending remotely.

High-quality engagement

- Three-way communication and engagement between the facilitator, In-Person learners and Remote learners
- The course content is modularised to make learning conducive to In-Person and Remote learners
- Both In-Person and Remote learners will collaborate on activities, exercises, and case studies using the learning platform and other interactive tools like Mentimeter and Mural

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HYFLEX COURSE FEE

| COURSE | ATTEND IN-PERSON | ATTEND REMOTELY |
|---|------------------|-----------------|
| CERTIFICATE IN CORPORATE GOVERNANCE BEST PRACTICE | US\$ 5,445* | US\$ 2,740 |

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ABOUT INFORMA ALLSECURE



Informa AllSecure is Informa's approach to enhanced health and safety standards at our courses following COVID-19. From trainers to delegates, speakers, visitors and journalists, those who come to our courses come to connect, learn, know more and do more business, effectively and safely.

The standards and practices that make up Informa AllSecure are designed to provide confidence that at this event, we are striving to provide the highest standards of safety, hygiene, cleanliness and quality. Read more about it here: www.informa-mea.com/allsecure/

ABOUT PRICING AND DOCUMENTATION

Pricing excludes 5% VAT, charged where applicable.

Course fees include documentation, luncheon and refreshments for in-person learners. Delegates who attend all sessions and successfully complete the assessment, will receive a Informa/CPD Certificate of Completion. A hard copy will be provided to in-person learners and a soft-copy will be provided to virtual learners.

AVOID VISA DELAYS - BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

REGISTRATION, PAYMENTS AND CANCELLATION

All registrations are subject to our terms and conditions which are available at www.informa-mea.com/terms. Please read them as they include important information. By submitting your registration, you agree to be bound by the terms and conditions in full. All registrations are subject to acceptance by Informa Connect which will be confirmed to you in writing.

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the course. Only those delegates whose fees have been paid in full will be admitted to the course.

For full cancellation details, please visit www.informa-mea.com/terms

All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation. Due to unforeseen circumstances, Informa Connect reserves the right to cancel the course, change the programme, alter the venue, speaker or topics. For full details, please visit www.informa-mea.com

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