

Essential Skills for Directors

Directors and Board Members roles and responsibilities are not that easy as one may assume as stipulated under the Company's Act. Be it lack of some basic knowledge / awareness or mere ignorance results in immense pressure for many.

The objective of this training is to provide Directors and Board Members with a clear understanding of their duties and responsibilities and the fundamental knowledge required to effectively perform them. After completing this course, participants should be able to; - Understand Corporate Governance, Discuss their roles and responsibilities, Explain what is expected of a Chairman, Effectively conduct and assess board meetings, Aware of shareholders rights and expectations, Better adhere to the Companies Act 1997 and Constitution, Understand and interpret financial statement and ratios.

Modules

- Understanding Corporate Governance
 - What is corporate governance?
 - Legal entities
 - Importance of good governance
- Directors and Board Members Responsibilities
 - Fiduciary and Statutory responsibilities
 - Penalties
 - What makes a good director?
- Chairperson
 - Person and Role
- Guidelines for Board Meetings
 - Standard procedures
 - Board papers, Board Charter
 - What makes a good board?
 - Why Board meetings fail?
- Shareholders
- Companies Act 1997 & Constitution
- Understanding Financial Statements and basic ratios
 - Accounting cycle
 - Profit & Loss Statement
 - Balance Sheet
 - Cash Flow Statement
 - Basic Financial Ratios

2 Day Workshop

- Question & Answers
- Workshop Objectives
- Activities
- Case Study