

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Company Secretary Practice

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

The company secretary is central to governance, compliance and board support. This course covers company secretarial practice: statutory registers and filings, board and shareholder meetings, minutes and resolutions, governance advice, share administration, regulatory compliance and supporting directors.

A professional company secretary keeps the organisation compliant and the board effective. You will learn the essential practices of the role.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Practical exercises on minutes and resolutions, meeting simulations, compliance calendar development and case studies.

Course objectives

By the end of this course, participants will be able to:
• Explain the role and duties of the company secretary
• Maintain statutory registers and filings
• Organise board and shareholder meetings
• Draft minutes and resolutions
• Advise on governance and compliance matters
• Support directors and board processes

Target audience

This course is suitable for:
• Company secretaries and assistants
• Governance officers
• Legal and compliance staff
• Board administrators
• Executive assistants supporting boards



Course content

Target competencies

Participants will develop competencies in:

- Statutory compliance
- Meeting management
- Minute taking
- Governance advice
- Director support

Course outline

Day 1: The Company Secretary

09:00–10:08	Role and duties
10:08–11:00	Legal framework
11:00–11:30	**Coffee break**
11:30–11:45	Legal framework (continued)
11:45–12:53	Relationships
12:53–14:00	Exercise

Day 2: Statutory Compliance

09:00–10:08	Registers
10:08–11:00	Filings
11:00–11:30	**Coffee break**
11:30–11:45	Filings (continued)
11:45–12:53	Compliance calendar
12:53–14:00	Workshop

Day 3: Meetings

09:00–10:08	Board meetings
10:08–11:00	General meetings
11:00–11:30	**Coffee break**



Course content

11:30–11:45	General meetings (continued)
11:45–12:53	Notices and agendas
12:53–14:00	Simulation

Day 4: Minutes and Resolutions

09:00–10:08	Minute taking
10:08–11:00	Resolutions
11:00–11:30	**Coffee break**
11:30–11:45	Resolutions (continued)
11:45–12:53	Records
12:53–14:00	Exercise

Day 5: Governance Support

09:00–10:08	Director induction
10:08–11:00	Board evaluation support
11:00–11:30	**Coffee break**
11:30–11:45	Board evaluation support (continued)
11:45–12:53	Advice
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Rome Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Dubai Confirmed dates	4 Jan 2027	8 Jan 2027	**€3,150.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,650.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Rome Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Vienna Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,940.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,890.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Dubai Confirmed dates	3 May 2027	7 May 2027	**€3,150.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	24 May 2027	28 May 2027	**€2,860.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Barcelona Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,840.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Rome Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Cape Town Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,890.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Amsterdam Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Barcelona Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,840.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Vienna Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,940.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,890.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,650.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
London Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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