

SEMINAR NOTICE



THE KENYA SCHOOL OF LAW

COURSE: BOARD SECRETARIAL PRACTICES

(3 LSK CPD POINTS)

DATE: 5TH – 9TH DECEMBER 2022

VENUE: NAKURU

SAFETY AND HEALTH OF THE PARTICIPANT

Cognizant of the risk posed by the Covid-19 pandemic, the School has taken all measures to comply with the government directives on the handling of the pandemic.

ABOUT THE COURSE

Boards of directors have a direct impact in shaping the success of the organizations they govern. In order to be effective, they ought to have a thorough grasp of their authority, mandate, roles and responsibilities as well as the organization's operational environment and regulation.

The **Board Secretarial Practices training** is designed to equip participants to understand and implement sound policies and ongoing procedures for effective governance in a manner that complies with set legislation and various guidelines. The aim of the training is to equip participants with an in-depth appreciation of operations and processes of boards. It will similarly explore a practical application of how boards and management can work together to enhance board operations within the organization's operational environment and regulation.

The outcome of the training will be that participants will gain practical insight on how to set up structures, policies and procedures for governance, leadership, authority, decision-making accountability and transparency.

TRAINING FOCUS

The focus of the training will include;

- Introduction & definitions;
- Corporate governance in the public and private sectors;
- Planning, strategy and organizational policies;
- Board and committees: structures, roles and responsibilities;
- Board governance tools;

- Board-management interactions;
- Effective board operations and processes;
- Role of the board in organizational risk management;
- Financial management and procurement;
- Organizational sustainability;
- Measuring board performance: induction, empowerment and appraisal;
- Corporate governance from the Mwongozo perspectives;
- Role of the board in ensuring legal and regulatory compliance;
- Emerging corporate governance challenges and way forward.

By the end of the course the participant will be equipped to;

- a) Relate corporate governance theory and corporate governance in practice;
- b) Describe a typical board structure, operation and processes;
- c) Demonstrate an understanding of the roles and responsibilities of the board, its committees and the individual members, on the one hand, and the management, on the other hand;
- d) Explain the rationale and purpose of the Mwongozo Code;
- e) Apply the knowledge and skills gained to their respective organizational demands;
- f) Help their respective organizations to establish effective strategies and systems for board operations and processes and their interface with the management;
- g) Manage the challenges attendant to the interaction between the board and the management of an organization.

TARGET AUDIENCE

The training is suitable for the following, amongst others:

- Board members of State corporations;
- Board members of private companies;
- Chief executive officers of both private and public corporations;
- Company/corporation secretaries and legal personnel;
- Persons working in board secretariat;
- Private persons interested in matters of regulation and oversight;
- Persons involved in developing legislation or legislative proposals;
- Scholars and practitioners on corporate governance;
- Persons interested in public governance and accountability.

YOUR INVESTMENT: Ksh. 95,000 inclusive of VAT and registration fee (covers tuition fees, course materials, stationery, lunch and refreshments). Non-East Africans pay **USD 1,250**.

CPD POINTS: Members of the Law Society of Kenya who attend and complete the training will be entitled, on payment of **extra Kes. 1,000.00** to be awarded 3 CPD points. Payment of this sum shall be effected during the training, as will be directed by the organizers of the training.

Application Process Application form may be obtained from the Kenya School of Law CPD Department at Karen or be downloaded from our website http://www.ksl.ac.ke/wpcontent/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf

Money should be deposited in the School's account: (Account No. 202 2029 110 Absa Bank Kenya PLC, Plaza Branch, Nairobi, Kenya) and the bank slip or evidence of electronic funds transfer presented to the Finance Office. Please note that we would wish to have your duly completed application form and proof of payment (or confirmation of participation) one week before the commencement of the course to enable us to adequately prepare for the course. For any queries, contact Course Coordinator Ms Naserian Sitelu on msitelu@ksl.ac.ke, or Jacqueline jacqueline@ksl.ac.ke; Christine cmwanza@ksl.ac.ke or cpd@ksl.ac.ke.

Website: www.ksl.ac.ke



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For DIRECTOR / CHIEF EXECUTIVE OFFICER



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