

## Practical Corporate Governance Training Workshops for Director and Staff

Corporate Companion offers a range of practical training workshops for organisations that want to improve their business performance through improving their corporate governance practices.

Underpinning an organisation of any size, corporate governance is more than compliance – it helps make the organisation more resilient, operate more effectively, and get greater buy-in and engagement with staff, directors, members and stakeholders.

Corporate Companion understands that directors and staff can't be away from their workplace any longer than necessary. This is why Corporate Companion will go to you and run workshops on a suitable day, even on a weekend if that suits. It's another example of Corporate Companion being practical, working to assist organisations to achieve their aims and goals.

Corporate governance is not the sole responsibility of the board. It is a shared responsibility between the board and staff. However, the perspective and impact on the two are different, but they work together to strengthen an organisation

These two workshops are deliberately designed to complement each other; so that staff and directors of an organisation will appreciate the role of corporate governance from their own unique perspective. Each will take away practical knowledge, insights and tips on corporate governance to assist them with their roles.

### Directors

Directors' duties and responsibilities

- What is corporate governance and why it matters
- The role of the board
- Legislation and regulation
- Duties and responsibilities
- Board meetings

Directors - risk management and strategic planning

- Risk management for directors
- Strategic planning for directors

### Staff

The workshop for staff will provide a practical perspective on corporate governance for staff.

- What is corporate governance and why it matters
- Role of the board
- Constitution and board policies
- Board meetings and papers
- Registers/lists to be kept
- Risk management for staff
- Compliance management for staff

### When and Where

#### When

Staff session– Friday 26 August 2016 from 10.00am – 4.00pm

Directors' session – Saturday 27 August 2016 from 10.00am to 4.00pm

**Where:** Rockhampton

### Cost of the Workshops

The cost to attend a training workshop is \$499 (incl GST) per person.

Attendees can register for a workshop using the Corporate Companion on-line workshop registration process (go to [www.corporatecompanion.com.au](http://www.corporatecompanion.com.au) then Training Registration)

An in-house program can be developed where there are sufficient attendees from the one organisation

### Want more information?

Call Charlie Robinson at Corporate Companion on (07) 3396 6614 or 0400 404 929 or email [charlie.robinson@corporatecompanion.com.au](mailto:charlie.robinson@corporatecompanion.com.au)

## Who are Corporate Companion?

Corporate Companion provides a range of company secretarial and corporate governance advisory services. Tailoring services to meet the requirements of each Corporate Companion client is a crucial element of the services that it provides and is the focus of client discussions.

Established in 2010, Corporate Companion has over thirty years of experience providing corporate governance advice and services to a wide range of clients.

Tania Kearsley is a lawyer with extensive experience in commercial, intellectual property and corporate law. She has worked with many organisations, particularly in the not-for-profit sector; advising on corporate structures and corporate governance issues and has been engaged by a number of clients as their company secretary.

Charlie Robinson has broad experience in providing corporate governance advice and company secretarial support to organisation in the aged care, health, education and research (ICT, rail transport, and water and catchment management) sectors as well as implementing large-scale programs to improve regional farm and land management programs.

## Other Workshops Offered by Corporate Companion

Corporate Companion workshops aim to provide participants with a tangible outcome to be implemented in their organisation.

Training Workshops*	Take-home Output
<b>Risk</b>	
o Develop your risk matrix	Risk matrix draft
o Developing risk mitigation actions	Actions and a plan to implement risk mitigation actions
o Risk appetite statement	Risk appetite statement draft for Board consideration
o Developing an enterprise risk management framework	Draft risk framework
o Developing a compliance register	Draft compliance register
o Business continuity planning	Framework/table to assist business continuity
<b>Board</b>	
o Writing for the board/committee	Practical tips and examples on how to write papers/ presentations for board
o Meeting papers, minutes and processes	Practical tips on organising board meetings and papers.
o Developing a board paper dashboard report	A draft board dashboard report
o Minute taking	Tips on how to minute meetings effectively
<b>Finance</b>	
o Finance for directors/committee members	List of financial checkpoints
o Presenting financial information to board	Check list and techniques for presenting financial info to Boards
o Policies and procedures supporting effective financial management frameworks	Policies and procedures
o Internal control systems & their impact on business	Appreciation of internal controls and their value

\* Note: Workshops are of varied duration