

LEARNING AND DEVELOPMENT FOR CORPORATE SECRETARIES AND THEIR TEAMS, 2021 SERIES



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LEARN. UNLEARN. RELEARN. RECOVER & PROSPER

DATE AND TIME: EST.	COST
September 26, 27 & 29; 6:00-9:30 pm	US\$995.00
10% discount for a group of three or more. In addition to our open/advertised module, we offer bespoke/customised for 12 and more participants and based on mutually determined dates and duration.	

CONTACT INFORMATION

1 (876) 561-1046 | 1 (876) 324-0606 | 1 (868) 689-0606
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Register by filling out and returning form online at:

www.corporategovernanceadvisors.com/registration/

GOVSTRAT STATEMENT OF QUALITY ASSURANCE

WHAT SEPARATES OUR SERVICES FROM THAT OF OTHERS

Learners attending each day of this two-day event will benefit from the knowledge and expertise of leading international, regional and local corporate secretarial expert practitioners, board governance facilitators and leading academicians. Our Learning Facilitators/Consultants have in-depth knowledge and working experiences (in excess 100 years cumulatively) across the Caribbean and on Four (4) Continents while having obtained specialised and world-class education and training. They bring local governance case studies, critical references and case laws to bear while comparing these with “best-in-class” global practices. At GovStrat, we do not apply “one size” governance model to fit all. We believe each organisation and leader (in the public or private sector) is unique and requires specialised attention whether through our public/advertised or bespoke learning and consulting interventions. GovStrat has the experience of training more than 7000 Directors, Senior Managers, civil servants and Government Ministers in more than twenty countries.

WHY THIS LEARNING INTERVENTION?

The general objective of this learning and networking experience is to provide aspiring, junior and in-experienced and seasoned Corporate Secretaries and members of their teams with insights into current and emerging in knowledge and skills in the international corporate secretarial profession. Therefore, the specific objective of this workshop is to ensure that Corporate Secretaries and their team members acquire and be able to apply essential knowledge and skills in improving corporate governance and secretarial practices at their respective corporations.

KEY LEARNING OUTCOMES:

At the end of this workshop, participants will better understand:

- the scope, role and functions of the Corporate Secretary and apply them within their own organization;
- the laws, regulations and corporate governance best practices relating to Board secretarial practices with particular reference to recent international developments and apply them within their own organization to ensure compliance, preservation of ethics and improved corporate reputation;
- the benefits associated with Board evaluation and other practical corporate governance applications in the day-to-day activities of the Corporate Secretary;
- how to benchmark Board performance within their own companies with international Best Practices;
- and apply professional knowledge and skills to the resolution of practical corporate secretarial issues and challenges within their different organizations.

This course is designed to be highly interactive and emphasis will be placed on participatory learning through lectures, discussions, case study analysis and audio-visuals aids.

DRAFT TWO-DAY LEARNING SCHEDULE

**DAY 1: TAKING AND WRITING EFFECTIVE MINUTES AND
FUNDAMENTALS
OF THE CORPORATE SECRETARY**

Fundamentals of Minutes
Taking Effective Minutes
MORNING BREAK
Writing and Preparing Minutes and Resolutions
Open Forum Discussion
LUNCH
Case Study Analysis & Team Presentations
Finalizing Minutes and Drafts and Storing Minutes
EVENING BREAK
The Fundamentals of the Corporate Secretary
Open Forum Discussion
Wrap up, Course Evaluation and Presentations

**DAY 2: THE COMPLIANCE AND CORPORATE GOVERNANCE
ROLE OF THE CORPORATE SECRETARY**

Session Title
Registration
The Emerging Role and Functions of the Corporate Secretary within and Beyond the Boardroom
Compliance Requirements of Corporate Secretarial Work
MORNING BREAK
Compliance Requirements in Corporate Secretarial Work of the Board
Regulatory Fundamentals for Corporate Secretaries: Issues for Offshore Trust and Company Administration
Open Forum Discussion
LUNCH
Case Study: The Rogue Secretary
Essentials of Meetings and Minutes for the Modern Corporate Secretary
EVENING BREAK
Role of the Corporate Secretary in Enterprise Risks
Wrap up, Course Evaluation, Presentations and Termination

ABOUT THE FACILITATORS



JENNIFER SIMPSON-JAMES is a trained economist (BSc, First Class Hons., UWI), and Attorney-at-law, LLM (Osgoode, Canada) with approximately 25 years as a General Counsel, Legal Advisor and Corporate Secretary for some of Jamaica's largest Public Bodies and private sector firms spanning energy, financial services and public utilities, and with significant experience practising commercial and law in North America in the areas Legislative Reform, Corporatization and the practice and administration of Commercial Law. Jennifer has a natural flair for teaching and her communication skills are exceptional which makes listening and grasping her delivery easy and soothing on the ear. She is one of GovStrat's most esteemed facilitators with constant 6/6 rating by learners.



DORWIN P. MANZANO is an Attorney-at-Law by profession and was admitted to the Trinidad and Tobago Bar in October of 2008. He is the current Corporate Secretary of The University of Trinidad and Tobago and former CS for of Palo Seco Agricultural Enterprises Limited, the latter being one of the Special Purpose State Enterprises in the Republic of Trinidad and Tobago. He has been a facilitator on all GovStrat's Summits and Workshops for Corporate Secretary and their teams and the highly popular Accredited Series for Governance Professionals held across five Caribbean States. Mr. Manzano holds a Bachelor's of Laws Degree (LLB) with Honours from the University of London and is a graduate of the Sir Hugh Wooding Law School, and Master of Laws Degree in Corporate and Commercial Law from the University of the West Indies. He has also held the position of Company Secretary in several Limited Liability Companies over the last ten (10) years and was the Secretary of San Fernando Community Credit Union (now SFCCU Credit Union) for approximately six (6) years. He also served as Director on various Credit Union Boards since 2003.

FEE STRUCTURE AND POLICY

- A. Corporate rates are available for groups of three (3) or more learners from the same company at 15% discount.
- B. Fees include all learning aids, course material, a Certificate of Participation, refreshment breaks and lunch.
- C. Full payment or payment arrangement should be confirmed at least 10 days before carded date of the event.
- D. Registration confirmation is assured only on receipt of full payments.
- E. While we understand companies and government procurement processes and usually receive payments up-to 10 days after the event, private individuals sponsoring themselves must pay in full at least 72 hours before the event.
- F. No refund for cancellation within 5 working days of each event. Substitution of persons is allowed providing that notice is given at least 2 days before the event. No refund for "no showers" and where companies are yet to pay, full payment is expected.
- G. Only a limited number of participants will be admitted to facilitate a high level of participatory learning.
- H. The course maybe postponed or cancelled at any time without prior notice by the hosts and or organizers. In such circumstance, full refund will be made where applicable
- I. We accept corporate cheques, banker's draft and wire transfer (bank-to-bank) in local currencies where applicable based on invoice instructions and United States Dollars.
- J. By completing and returning our registration form means you have agreed to all the terms of this Policy.