



COURSE OUTLINE

CORPORATE GOVERNANCE

1. COURSE OVERVIEW

Corporate Governance is a 2-day course, introducing the topic corporate governance and fundamental corporate governance principles. With white collar crime and corporate fraud on the rise, participants will learn the fundamentals of good corporate governance, which will assist participants to call out wrong behaviour in organisations and encourage their leaders to set an example.

The training material is kept succinct, as not to overwhelm participants with too much theory about corporate governance. The theory is therefore distilled from various authoritative sources on corporate governance. The course therefore provides a concise overview of corporate governance.

It is not a given that all successful business owners followed an academic route, therefore might not have working knowledge of risk management, internal control or corporate governance. This course will then also benefit entrepreneurial business managers, who might be asked to take on more senior roles in organisations.

2. TARGET AUDIENCE

Leaders and Company Owners: This course is suitable to upcoming leaders and company owners who have no experience in corporate governance and require a quick overview of corporate governance.

Manager: Ideally the participants should have managerial experience, since the concepts covered in this course will benefit those who deals with board level activities, such as preparation of management information packs for the board.

Small Business Owners: It would also small business owners, who are thinking about expanding and even listing their company, which implies that stronger leadership is required, and corporate governance principles have to be adhered to.

Managers and Leaders in Government: The course is also applicable to senior leaders in government, where corporate governance principles apply.

3. LEARNING OUTCOMES-LOS

By the end of the course, participants will:

- Understand where the concept corporate governance originated from.
- Define the concept corporate governance and its various elements.
- Understand the role and purpose of the Board of Directors.
- Explain some of the fundamental principles of Corporate Governance.
- Achieve a basic understanding of a system of internal control.
- Distinguish between the various board committees and their primary functions.
- Distinguish between Internal Audit and External Audit.
- Understand the role and function of the Company Secretary.

4. CONTENT COVERED

1. Introduction to Corporate Governance
2. Definition of Corporate Governance
3. The role and purpose of the Board of Directors
4. Principles toward good Corporate Governance
 - 4.1 The governing body should lead ethically and effectively
 - 4.2 Responsible corporate citizenship
 - 4.3 Reports should enable informed decisions about the organisation's performance
 - 4.4 The governing body is the custodian of corporate governance in the organisation
 - 4.5 The governing body should have an appropriate mix of skills, experience, diversity and independence
 - 4.6 The governing body's evaluation of its own performance should promote continued improvement in performance and effectiveness
 - 4.7 The governing body's delegation to management should enable effective implementation of authority and responsibility
 - 4.8 Effective risk management
 - 4.9 Effective information and technology governance
 - 4.10 Compliance with applicable laws, rules, codes and standards
 - 4.11 Fair, responsible and transparent remuneration
 - 4.12 Effective control environment
5. System of Internal Control
6. Board Structure: Board Committees
 - 6.1 Chairman of the Board
 - 6.2 Executive Directors
 - 6.3 Non-Executive Directors
 - 6.4 Risk Committee
 - 6.5 Audit Committee
 - 6.6 Remuneration Committee
7. Internal Audit and External Audit
 - 7.1 Internal Audit
 - 7.2 External Audit
8. Role and function of the Company Secretary

5. DELIVERY METHOD

The course will be offered through direct classroom training.

6. ASSESSMENT METHOD

Assessments will be frequently carried out throughout the duration of the course. Specific questions have been included after each module, which will be discussed in groups and feedback will be provided back to the rest of the class. A final assessment will be performed at the end of the course, to test the delegates overall understanding of the training material covered.