

# Director Development Programme

## THE BOARD – PART 2

### A Two-Day Workshop

For more information or to register, please visit [www.hawkamah.org](http://www.hawkamah.org)

### Who should attend?

- Current and aspiring Board members / directors
- Senior managers involved in strategic decision making with significant Board level interaction

### Topics

- The Board's Role, Directors' Duties and Liabilities
- The Effective Board: Composition and Structure
- Board Practices
- Board Procedures

### Programme Objectives

The Programme is designed to:

- Provide participants with up-to-date materials, best practice and practical insights into Governance and Board leadership;
- Develop directorship skills and values for application within your organisation;
- Equip directors to learn through working together to resolve increasingly challenging corporate board situations;
- Promote communication of Governance, Board leadership concepts and processes; and
- Transfer leadership abilities to boards.

### How will you learn?

These Workshops use a combination of handout materials, presentations and facilitated interactive learning, including case study exercises, to develop participants' understanding and potential to apply established Governance and Board Leadership principles and practices.

### Dates, Costs and Locations

For more information about our programmes dates, costs, and location, please visit [www.hawkamah.org](http://www.hawkamah.org)

### Workshop Registration

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## Workshop Outline

**Day 1** (8 hours including a one hour lunch break and two coffee breaks)

### **Module 1: Board Role, Directors' Duties and Responsibilities**

#### **Module Learning Objectives:**

By the end of this Module participants should be able to:

- Describe the board's governance roles and responsibilities
- Differentiate managing versus directing and identifying dilemmas
- Discuss the role separation of chairman and CEO
- Analyze directors' legal duties and liabilities

### **Module 2: The Effective Board: Composition and Structure**

#### **Module Learning Objectives:**

By the end of this Module participants should be able to:

- Identify the characteristics and benefits of a balanced board
- Define types of directors and their leadership attributes
- Describe good practices in managing board directors' roles, responsibilities, committees, and remuneration

**Day 2** (8 hours including a one hour lunch break and two coffee breaks)

### **Module 3: Board Practices**

#### **Module Learning Objectives:**

By the end of this Module participants should be able to:

- Identify good practices for effective board meeting preparation, conduct, and follow-up
- Clarify board meeting roles and responsibilities of the chairman, directors, and corporate secretary

### **Module 4: Board Procedures**

#### **Module Learning Objectives:**

By the end of this Module participants should be able to:

- Identify a dysfunctional board's characteristics
- Articulate key elements of a board evaluation
- Develop solutions to improve a board's effectiveness