

Director Induction Workshop

AGENDA

24th February 2022

2:00 – 5:00 pm (Dubai time)

A key factor for building high functioning boards with the ability to lead successful organisations is for the board to have the right systems, processes, and people in place. This framework should be designed to empower individual board members as technical experts to collaborate, challenge each other and add rigour to the decision-making process.

New board members will wish to contribute to the organisation as quickly as possible. An effective induction is a key factor in enabling directors to be integrated into the board in a timely fashion, providing them with the information and support they need to contribute their expertise quickly and effectively in the board room. The aim is to help them understand the organisation, the environment in which it operates, including its risk profile, and their role in contributing to the success of the organisation. A well thought out induction plan provides ongoing support that will equip the new director with the tools and confidence to provide effective oversight.

Whilst a constructive induction is theoretically straightforward to achieve, many organizations fail to realise its potential, impairing the director's engagement and ability to make a meaningful contribution. The aim of this workshop is to take a practical approach to the board induction process, explaining the steps involved, the timing, the documents to be supplied and provide ideas for continuing professional development. There are several stakeholders involved in the induction process, and the role of each is considered. Usually, the company secretary will have a key coordination role, and their role in board induction is explored in abundance.

This workshop is designed for company secretaries, incoming board directors who wish to understand the support they expect to receive when they join the board, or any governance professional that works with their board. Participants will walk away with the knowledge and practical tools they can use to confidently visualize the creation and facilitation of a successful induction for the next incoming director.

Course Outline

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| Section 1 | The Dangers of No Induction |
| Section 2 | The Purpose and Importance of Board Induction |
| Section 3 | Broad Areas to be Covered in Board Induction |
| Section 4 | When and How a Board Induction is Conducted |
| Section 5 | Meetings with Key Stakeholders and What They Should Cover |
| Section 6 | A Summary of the Corporate Secretary's Role |
| Section 7 | Developing a Board Handbook / Documents to Provide to New Director |
| Section 8 | The Importance of Mentoring |
| Section 9 | Using Technology to Support Board Induction |
| Section 10 | Continuing Professional Development |
| Section 11 | Induction Checklist |
| Section 12 | Q&A |