



Corporate Governance for Board Members

The objective of the Corporate Governance for Board Members Programme is to provide the Board or Committee with the framework to: effectively oversee the CEO; constructively engage with Management to help set and execute their organization's strategy; and ensure the financial integrity of their organization's financial (and other) reporting systems.

This course will effectively train Board Members in financial statements: the balance sheet, income statement, cash flow statement and the statement of shareholders' equity.

Corporate Governance

- Definition
- Elements of the Process

The Directors' Roles and Responsibilities

- Composition of the Board
- Sub-Committees
- Legal Liability

Financial Literacy

Introduction to Accounting Concepts

- Accounting Principles
- Accounting Equation
- Double Entry Bookkeeping
- Users of Financial Information

Basic Financial Statements

- Income Statement
- Balance Sheet
- Statement of cash Flows
- Budgets

Audits & the Management Process

- Purpose of Audits
- Internal Audits
- External Audits

Internal Controls & Fraud Prevention

- Definition of Internal Controls
- Internal Control Procedures
- Purpose of External Audits
- Fraud Detection & Prevention

Risk Management

- Compliance
- Internal Audit

Strategic Planning

- Mission
- Vision
- Values

Course Assessment

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| • Class Participation | - 10% |
| Final Examination | - 90% |
| Total | - 100% (A two-hour written closed book exam Passing mark 65%) |

Duration: 4 weeks | Days: Mondays & Wednesdays | Time: 5:30pm - 7:30pm

Cost: \$795 (members) \$895 (non-members) plus \$50 registration fee