

CORPORATE SECRETARIES PROGRAM 2 ***"Advanced Stage"***



September 29 - October
1, 2019

Dear All:

Jordan Institute of Directors ("JIoD"™) is pleased to invite you to our "CORPORATE SECRETARIES PROGRAM 2 – Advanced stage" that is composed of three days comprehensive workshop. The program will be taking place in September 29 - October 1, 2019. The training duration will be from 9:00 am to 5:30 pm.

PROGRAM OVERVIEW

Corporate secretaries have an important role to play as governance professionals in all types of companies. Governance is more than just complying with laws, regulations and codes; it is also about creating cultures of good practice. This means that corporate secretaries need more than the usual technical skills and experience. They also need the emotional intelligence, advanced skills and experience to ensure that they know how the practices typically would be implemented to work effectively. The modern corporate secretary is no longer just a normal secretary who prepare meetings, take minutes and collects votes as often implied in earlier job descriptions, but is now expected to provide professional guidance to shareholders, boards, individual directors, management, and other stakeholders on the governance aspects of strategic decisions. The corporate secretary typically would act as a bridge for information, communication and advice. To fulfill this role, the corporate secretary needs to be fully aware of the powers, rights, duties, and obligations of all of these groups. In addition to providing advice and communication, the corporate secretary often called on to create and manage relationships between these different players in the corporate governance system.

WHO SHOULD ATTEND

This program is designed for the existing and potential Corporate Secretaries, CG officers of listed and non-listed companies from public and private sector, family owned business and banks.

PROGRAM STRUCTURE

- Strategy Development and implementation
- Risk and Business Continuity
- Good Ethical Cultures
- Good Citizenship
- Integrated Reporting
- The Corporate Secretary: the Board's Communicator
- Annual General Meetings
- Leading Change and Influencing
- Corporate Finance
- Financial Oversight and Analysis

PROGRAM SPEAKERS

Maali Khader



Maali Khader, Executive Director and Founder of JIoD. Taking a hands-on approach to the business and playing an active role in the development of strategic solutions for clients. Maali is a lawyer by profession, and her extensive experience with regional and international legal frameworks is a tremendous asset in advising on, developing and implementing Corporate Governance and Corporate Social Responsibility principles and frameworks.

Maali works with clients to establish their CG structures and codes in adherence to legal requirements, assess CG frameworks including the nomination and remuneration of directors and their performance evaluation, and structure

proactive communication channels between the board of directors, management and relevant stakeholders. She has also drafted and implemented internal policies and byelaws of various sized corporations around the world and assisted in corporate restructuring and privatization.

Oraib Qubbaj



Oraib Qubbaj is the Chief Operations Officer of JIoD, she is an Independent Consultant, certified International Professional Trainer and Certified Board Director with more than 19 years of experience in different development fields and did Business Studies.

She has experience in training Board members and senior management members in private sector's corporate, family owned businesses, small & medium enterprises and public sector institutions, as well as in assessing corporate governance for companies in Jordan and advising and recommending CG implementation plans.

Ms. Qubbaj has long experience in the development field in Jordan and in the MENA region and she served in senior managerial positions at International non-profit organizations in Jordan and the near east region for more than nine years.

She has managed a varied portfolio during her extensive career with specific focus on Corporate Governance, Family business and Corporate Governance for SMEs, Corporate Governance assessment, Corporate Social Responsibility, Local Development Strategies & Policies Assessment, Gender studies, Anti-corruption and Integrity, Rule of Law, Policy Reform and Disability Rights.

Aliaa Soliman



Aliaa Soliman is a Partner – SME Development & Finance at AIT Consulting, she started her professional career as a banker in Misr International Bank, MIBank, the second joint venture bank established in Egypt. She then joined AIT Consulting as a partner in 2001 where her responsibilities cover the training and capacity building activities of the company as well as her involvement with development agency funded projects specializing in SME Development and Finance.

Over the past years she has worked with local and international organizations such as the World Bank, the African Development Bank, KfW, GIZ, EIB, EU, USAID, CIDA and the Dutch Government as well as several Egyptian ministries carrying out assignments and projects in the MENA region which involved SME Finance, Entrepreneurship, Capacity building and Corporate Governance assessment and implementation. She obtained her BA in Political Science and Economics and her Masters degree in Public Administration from the American University in Cairo and her Doctoral Degree on the subject of efficiency of SME finance through the Egyptian Banking sector from Maastricht University, The Netherland.

Ashraf G. Shenouda



Ashraf G. Shenouda is the managing Director of AGS & Associates – Management and Training Consultants. Mr. Shenouda, an Egyptian - Canadian professional with an international exposure and holds an exclusive mix of management, coaching and training experience with hands on best practices. His diversified experience as a Management Consultant and as a Master Trainer, together with his high involvement in people development, gave him a unique edge in providing cost-effective integrated solutions for challenging business issues through designing, implementing and managing a wide range of projects in a variety of business fields towards a measurable impact and a remarkable ROI for the different stakeholders.

In business for 20 years providing training and Consultancy for the SMEs, sitting on the advisory board of several SMEs, Board member for 6 years and managing his own company, which is also an SME, gave him a distinctive edge in understanding the SMEs needs and hence better addressing their challenges. Ashraf has been a member of a board of trustees for more than 5 years.

REGISTRATION

Deadline date for registration: *September 15, 2019*

INVESTMENT

Original Cost: **1000*** JOD per person

*** 20% discount through the Early Bird registration no later than August 29, 2019**

*** 10% discount available for Registration from September 1 till September 8, 2019**

16% sales tax will be added to the values above *يضاف 16% ضريبة مبيعات على المبالغ المذكورة أعلاه*

Payment must be made in one installment and in advance “prior to the training dates”

CANCELLATION POLICY

Upon registration, JIoD will issue an invoice. Once an invoice is issued, a registrant may cancel subject to the below:

- a) 100% of the registration fees will be refunded if cancellation occurs more than 15 days before the training dates.
- b) 50% of the registration fees will be refunded if cancellation occurs more than 6 days before the training dates.
- c) No registration fees will be refunded if cancellation is received less than 6 days before the training dates.

Please complete and return the attached form. This form is considered as confirmation of your registration.

REGISTRATION FORM FOR THE CORPORATE SECRETARIES PROGRAM 2
ADVANCED STAGE
SEPTEMBER 29 - OCTOBER 1, 2019

Personal Details:

First Name _____

Last Name _____

Job Title _____

Organization Name _____

Telephone No. + _____

Mobile Number + _____

Email Address _____

LinkedIn: _____

Social Media Twitter: _____

How did you hear about this program?

Method of payment:

___ Cash

___ Cheque

Signature: _____ Date: _____

*** Please return this registration form upon completion either:**

- By email to Oraib@JIoD.org, Ruba@JIoD.org, or

- By fax on +962 6 5856448

For more information please contact us at above emails or Phone: +962 6 5866448