

ONLINE CORPORATE SECRETARIES TRAINING PROGRAM



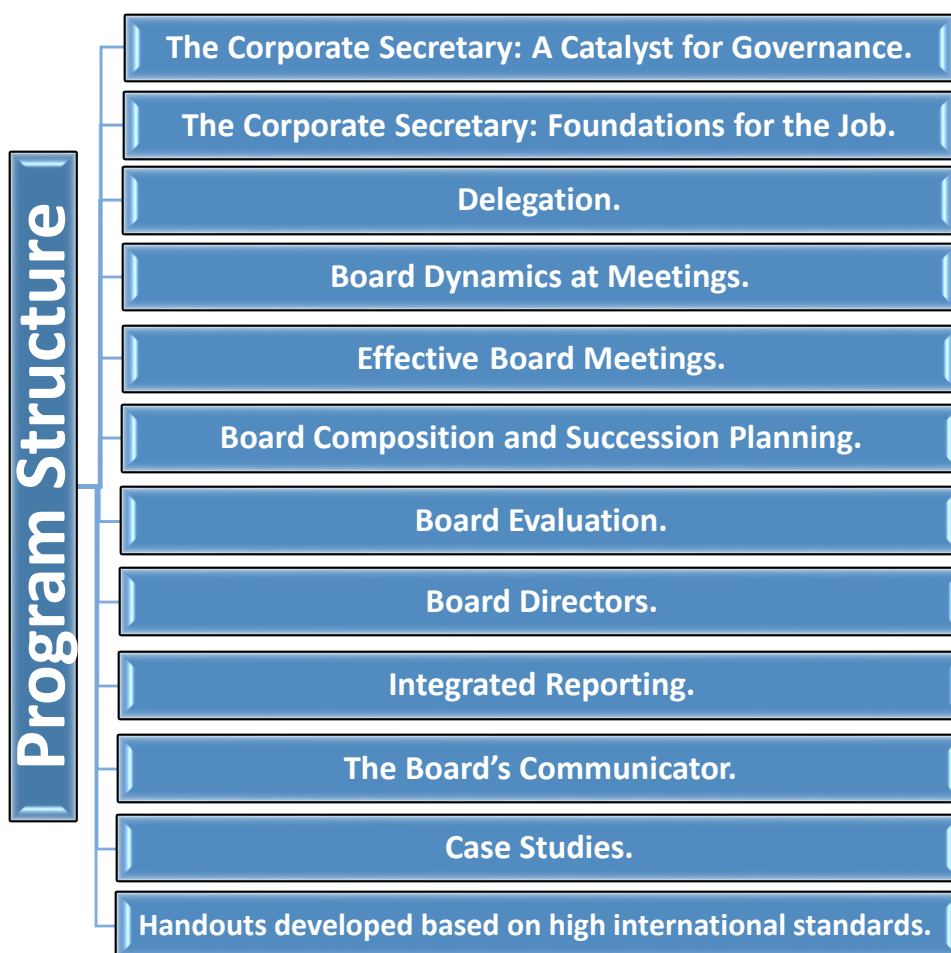
September 29-30, 2020
&
October 4-5, 2020

Dear All:

Jordan Institute of Directors ("JIoD"TM) is pleased to invite you to our **"ONLINE CORPORATE SECRETARIES TRAINING PROGRAM"** that is composed of **four** days comprehensive workshop. The program will be taking place in **September 29 - 30 & October 4-5, 2020**. The training duration will be from 9:30 am to 4:00 pm.

PROGRAM OVERVIEW

This program aims to examine responsibilities and purposes of Corporate Secretary's office and for the veteran secretary seeking a brush-up and update.



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 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



Ms. Qubbaj is the Chief Operations Officer of JIoD, Independent Consultant, certified International Professional Trainer and Certified Board Director with more than 22 years of experience in different development fields and did Business Studies.

Experienced in Corporate Governance training in Private, Non-for-Profit and Public Sectors, mainly for boards' directors, senior management members and board secretaries in Jordan and other countries in the region.

She has experience as well in assessing and developing corporate governance improvement programs for different types of companies, advising and recommending CG implementation plans, in addition to supporting the implementation of CG improvement plans and policies. Working with public listed companies, family owned businesses, small & medium enterprises and public sector institutions.

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 ten 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 Secretary, Control Environment, Corporate Social Responsibility, Local Development Strategies & Policies Assessment, Gender studies, Anti-corruption and Integrity, Rule of Law and Policy Reform.

Aliaa Soliman



Dr. Aliaa Soliman is the senior partner in AIT Consulting, an Egyptian consulting firm offering a wide range of financial and business advisory services to local and international institutions focusing on activities and services related to strategy development, banking and management advisory services and SME Finance advisory service.

Dr. Soliman started her professional career as a banker in Misr International Bank, MIBank, where she worked in areas of corporate credit, retail banking and trade finance. She then joined AIT Consulting as a partner where she participated and managed projects in areas related to Women Business Leadership, Cooperate Governance, and MSME Finance. She has worked on assignments with the World Bank group, KfW, GIZ, the EU, the AfDB, USAID and EBRD as well as the Egyptian Ministry of Finance, Ministry of Planning.

Aliaa is a Visiting Professor at Nile University, and a certified lecturer at the Egyptian Banking Institute (EBI), the Egyptian Institute of Directors (EIoD) and Jordanian Institute of Directors (JIoD) as well as Master Trainer on the subject of Corporate Governance and Women in Business & Leadership for the IFC

INVESTMENT

Original Cost: **700*** JD per person

*** 10% discount (program cost will be 630 JD) through the Early Bird registration no later than September 13, 2020**

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

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

REGISTRATION

*Deadline date for registration: **September 22, 2020***

CANCELATION 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 ONLINE CORPORATE SECRETARIES PROGRAM
SEPTEMBER 29-30 & OCTOBER 4-5, 2020

Personal Details:

First Name _____ Last Name _____

Job Title _____ Organization Name _____

Office No. + _____ Mobile No. + _____

Email Address _____

Social Media LinkedIn: _____

Twitter: _____

How did you hear about this program?

Method of payment:

___ Cash ___ Cheque

Signature: _____ Date: _____

Would you like to suggest this workshop to other people? Yes ___ No ___

If yes, can you please provide us with some names and their contacts?

* Please return this registration form upon completion either:

- By email to Oraib@JIoD.org or Shatha@JIoD.org
- By fax on +962 6 5856448

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