

## **ONLINE CORPORATE SECRETARIES TRAINING PROGRAM**



June 2022

Dear All:

Jordan Institute of Directors ("JIoD"<sup>TM</sup>) is pleased to invite you to our **"ONLINE CORPORATE SECRETARIES TRAINING PROGRAM"** that is a comprehensive workshop held over **five** days. The program will be taking place on **June 2022**. Each training day has 4 and a half training hours from 1:00 to 5:30 pm.

## PROGRAM OVERVIEW

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

### Training dates:

Thursday: June 9<sup>th</sup>, 2022

Sunday: June 12<sup>th</sup>, 2022

Thursday: June 16<sup>th</sup>, 2022

Sunday: June 19<sup>th</sup>, 2022

Thursday: June 23<sup>rd</sup>, 2022

Module #	Module name	Date	Day	Jordan Time
1	The Corporate Secretary: A Catalyst for Governance (Governance Professional) /	Jun.9	Thursday	1.00 – 5:30 PM
	The Corporate Secretary: Foundations for the Job and Handouts			
2	The Corporate Secretary: Foundations for the Job and Handouts	Jun.12	Sunday	1.00 – 5:30 PM
3	Effective Board Meetings and Handouts	Jun.16	Thursday	1.00 – 5:30 PM
4	Board Dynamics at Meetings and Handouts	Jun.19	Sunday	1.00 – 5:30 PM
5	Board Composition and Succession Planning and Handouts	Jun.23	Thursday	1.00 – 5:30 PM
<b>End of Program</b>				

## 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

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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

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Ms. Oraib Qubbaj is the Chief Operations Officer of JIoD, Independent Consultant, certified International Professional Trainer and Certified Board Director with more than 23 years of experience in different development fields and did Business Studies.

She has experience in training board members, senior management members and board secretaries in both corporates and non for profit organizations. Experience in Public and Corporate governance training, assessing and developing corporate governance improvement programs for companies in Jordan, advising and recommending CG implementation plans, in addition to supporting implementation of CG improvement plans and policies. Working with 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 managing partner of AIT Consulting, an Egyptian consulting firm offering a wide range of managerial and financial advisory services to local and international institutions in areas related to strategy development, Corporate Governance and management advisory services.

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 Ministries of Finance, Planning and Trade & Industry.

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 the Jordanian Institute of Directors (JIoD) as well as Master Trainer on the subject of Corporate Governance and Women in Business & Leadership for the World Bank Group (IFC).

## INVESTMENT

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

**\* 10% discount (program cost will be 630JD) through the Early Bird registration no later than May 26, 2022.**

بضائف ١٦٪ 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: **June 2, 2022***

## 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 ONLINE CORPORATE SECRETARIES PROGRAM

**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?

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\* Please return this registration form upon completion either:

- By email to [Oraib@JIoD.org](mailto:Oraib@JIoD.org) or [Shatha@JIoD.org](mailto:Shatha@JIoD.org)
- By fax on +962 6 5856448

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