

BOARD SECRETARIES TRAINING PROGRAM – (In-Person)

برنامج أمين سر مجلس الإدارة



Program Dates

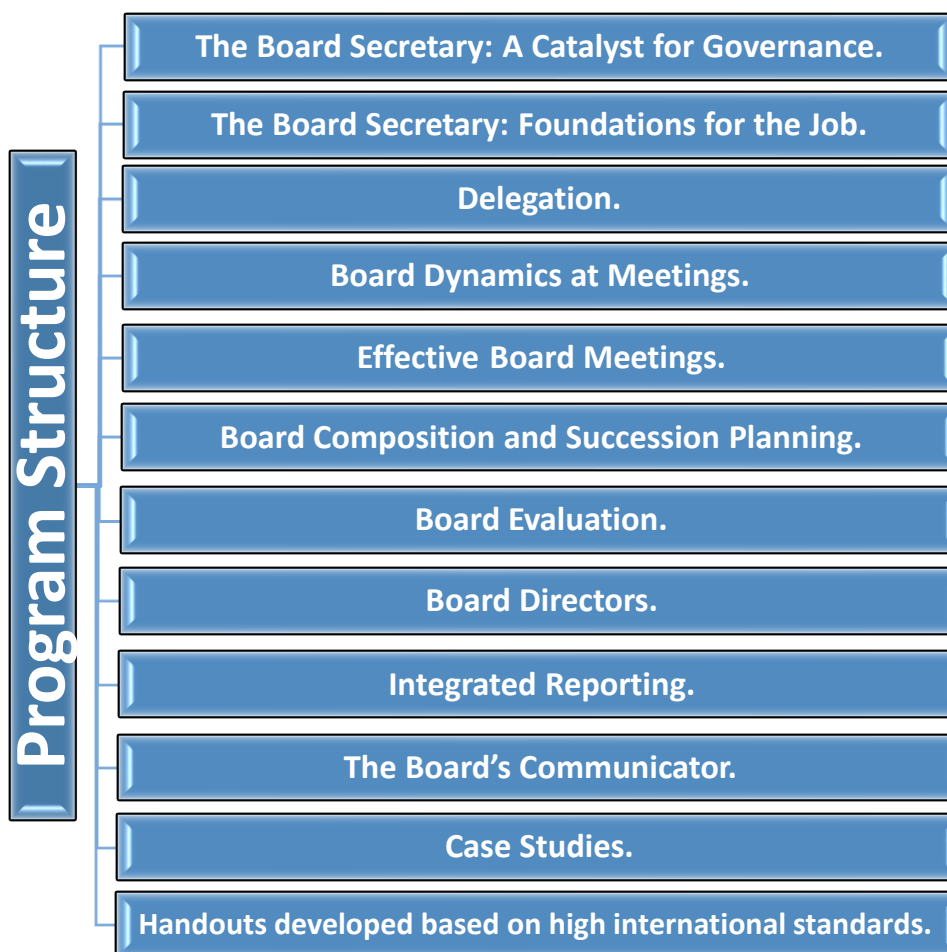
February 12-13 & 16-17, 2025

Dear All:

Jordan Institute of Directors ("JIoD"TM) is pleased to invite you to our **"BOARD SECRETARIES TRAINING PROGRAM"** that is composed of **four** days comprehensive workshop. The program will take place on **February 12-13 & 16-17, 2025**. Each training day has 7 training hours from 9:30 am to 4:30 pm.

PROGRAM OVERVIEW

This program examines the responsibilities and purposes of the Board Secretary's office and for the veteran secretary seeking to brush up and update their knowledge.



WHO SHOULD ATTEND?

This program is designed for the existing and potential Board Secretaries “Board of Directors Secretary”, 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



Oraib is a certified International Professional Trainer and Certified Board Director with more than 25 years of experience in different development fields and a degree in Business Studies.

She has experience in training board members, senior management members and board secretaries, demonstrating adaptability in both corporate and non-profit organizations. Her experience extended to Public and Corporate governance training, assessing and developing corporate governance improvement programs for companies, advising and recommending CG implementation plans, in addition to supporting the implementation of CG improvement plans and policies. Working with family-owned businesses, small & medium enterprises and public sector institutions.

Oraib has a long experience in the development field in Jordan and the MENA region. For more than twenty years, she held senior managerial positions at International non-profit organizations in Jordan and the Near East region.

Throughout her extensive career, she has managed a varied portfolio with a specific focus on Corporate Governance, Family-owned business governance, family governance, Corporate Governance for SMEs, Corporate Governance assessment, Corporate Secretary, Control Environment, Corporate Social Responsibility, Local Development Strategies and policies Assessment, Gender studies, Anti-corruption and Integrity, Rule of Law, Policy Dialogue, 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's 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 Jordan Institute of Directors (JIoD), as well as a Master Trainer on the subject of Corporate Governance and Women in Business & Leadership for the World Bank Group (IFC).

INVESTMENT

Original Cost: **1,200*** JD per person

** 10% discount (program cost will be 1,080 JD) through the Early Bird registration no later than **January 20, 2025.***

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: February 5, 2025.

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 BOARD SECRETARIES PROGRAM
FEBRUARY 12-13 & 16-17, 2025

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 WhatsApp on +962 77 6149186

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