

# Building High Performance Board

## INTRODUCTION

- This Building High Performance Board training class provides participants with the professional knowledge, tools and frameworks to boost Board's performance.
- Recognizing that the Board of Directors plays a critical role in the organization's success, the goal of this program is to examine all issues impacting the Board performance and the effectiveness of its strategic operations.
- This training course will discuss in details all aspects related to the functional roles as well as the duties and responsibilities of the different Board players and will also emphasize the importance of the boardroom dynamics and the vital impact of the Board and company leadership in setting a positive culture.
- This training course will also address the importance of having a regular evaluation for the Board performance with an aim to detect areas for improvements and implement changes necessary to become more effective.

This training course will highlight:

- Roles, Duties and Responsibilities of a Board
- Board Composition & Structure
- Board Instruments and Tools
- Board Meetings
- Board Governance Framework
- The Governance, Risk and Compliance (GRC) perspective
- The Board Effectiveness Framework
- Board Evaluation

## OBJECTIVES

At the end of this training course, you will be able to:

- Understand the Roles, Responsibilities and Duties of a Board
- Discuss Board Formal Offices, Composition and Structure
- Learn about Board Instruments, Tools and Procedures
- Discuss how to run effective Board Meetings
- Study the Board Governance Framework
- Understand The GRC (Governance, Risk and Compliance) Perspective
- Identify the Board Effectiveness Challenges
- Know about Board Evaluation Practices

## **TRAINING METHODOLOGY**

- A highly interactive class, where all delegates will be encouraged to engage and participate, share and gain from each other's knowledge and experience.
- The classroom lectures will rely on a bullet based slide presentation enriched by group discussions around case studies and checklists wherever applicable.

## **ORGANISATIONAL IMPACT**

This training class is of direct relevance to all types of Organizations - Public, Private, Family Owned and Non-Profit Enterprises - and will help in achieving tangible improvements through:

- Clarity on Roles and Responsibilities among the Leadership and with Stakeholders
- Efficient Productive Board Meetings
- Effective Decision Making
- Efficient Structure of Board Governance
- A Board focused on Governing rather than Managing
- Conducting Periodical Board Evaluation & taking results into actions

## **PERSONAL IMPACT**

- Their Duties, Roles and Responsibilities
- How to Play their Directional Role
- How to play their Oversight role
- How to play their Advisory Role
- Best Practices of Board operating procedures
- Running and participating in efficient Board Meetings
- Handling Boardroom Dynamics

## **WHO SHOULD ATTEND?**

This training course is designed for all participants at the Boardroom, namely:

- Chairs, Committee Chairs
- Board Members, Committee Members
- Board Secretaries
- CEOs, Executive Directors and Senior Management
- Officers-in-Charge of the Governance framework within the organization

## Course Outline

### Board Roles, Duties and Responsibilities

- Board Positioning within the Power Hierarchy
- Roles, Duties and Responsibilities of a Board
- The Strategic Planning Role of a Board
- Board Involvement Models
- Board Composition, Formal Offices
- Board Composition, Optional Offices

### Board Structure and Operations

- Board Structure
- Board Instruments and Tools
- Board Meetings
- The Governance Challenge
- Governance Historical Evolution
- Board Governance Framework
- Characteristics of a High Performance Board (HPB)
- Good Governance and High Performance Board (HPB)

### Governance, Risk and Compliance Management

- The Governance, Risk and Compliance (GRC) Perspective
- Compliance and Compliance Management
- Elements of an Effective Compliance Program
- Risk and Risk Management Process
- Enterprise Risk Management (ERM)
- Emerging Governance Practices

### Board Effectiveness Challenges

- The Board Effectiveness Framework
- Clarity of Board's Role vis a vis Management and other Stakeholders
- Board's Duty in Establishing the Organization's Strategic Plans
- Board's Fiduciary Role
- Factors Influencing the Board's Ability to Carry out its Roles and Responsibilities
- Formal Structure and Operating Procedures of the Board
- Impact of Informal Board's "Culture"
- Influence of Leadership of the Board and the Organization

## Board Evaluation

- Board Effectiveness Pillars
- Board Failure
- Board Evaluation
- Board Evaluation Approaches
- Board Evaluation Framework
- Top Ten Commandments for a Great Board