

BEST PRACTICES IN CORPORATE GOVERNANCE, ETHICS & COMPLIANCE

DATE: 30TH JULY - 3RD AUGUST 2018

VENUE: NYALI SUN AFRICA BEACH HOTEL & SPA

COST: KSHS 87,500 EXCLUDING VAT PER PERSON

NITA APPROVAL: NITA/TRN/916

INTRODUCTION

In regard to good corporate governance, Stephen R. Covey was quoted saying *“we often think of change coming from the outside in rather from the inside out . . . even if we recognize the need for change we usually think in terms of learning new skills, rather than showing more integrity to basic principles.”* In the same spirit, Mark Goyder said that *“Governance and leadership are the yin and the yang of successful organizations. If you have leadership without governance you risk tyranny, fraud and personal fiefdoms. If you have governance without leadership you risk atrophy, bureaucracy and indifference.”*

This Course explains all the aspects of corporate governance and describes the current codes, rules, regulations and best practice. With the recurrence of major corporate scandals surfacing fairly regularly, a clear recognition and understanding of the inter-related responsibilities of directors, shareholders, auditors, regulators and the current legislative background to commercial activities is a critical factor in the limitation of similar problems arising in future. Our corporate governance course is designed to cover all aspects of effective corporate governance training, for private companies, quoted companies, international operations and also non-commercial organizations such as charities and Non-governmental organizations.

This course provides participants with the critical corporate governance skills that are imperative in leading, managing and controlling organization's in times of increasing uncertainty and complexity. This training has been intelligently crafted to empower attendees with practical know-how needed to enable their organizations imbibe and maintain the culture of good corporate governance and harvest the results of operational performance. Delegates to this value for money seminar will gain an effective working knowledge of the corporate responsibilities of

those who control, manage and monitor the activities of an institution or organization for the express benefit of shareholders and other stakeholders. This course is suitable to all professionals running organizations and or institutions worldwide. The course will answer questions such as:

- How do the company board and its committees improve the governing “tone at the top?”
- What is corporate governance?
- Why do certain governance measures work and others do not?
- What is an Audit Committee and what is its role?
- How is board effectiveness measured – objectively and subjectively?
- What are the latest trends in governance and stockholder measures?

KEY TRAINING OBJECTIVES

Our 5-day corporate governance training will enable the participants to achieve the following objectives:

- Make sure you are up-to-speed with best practice for boards and directors
- Executing an effective control framework
- Keep track of future developments and understand their implications in your context
- Understand the financial statements and ensuring financial sustainability
- Gain in confidence and competence in the performance of your governance responsibilities
- Improve internal controls, measurement and performance reporting and overall corporate governance
- Obtain a valuable toolkit to apply practically in order to improve governance in your organization’s
- Appreciate strategy and risks and how to implement a risk management-based regime
- Focus on key, developing, leading edge issues worldwide
- Examine the role of middle and senior management in developing and implementing effective corporate governance
- Successfully build knowledge of the importance of effective corporate governance
- Provide your organization with the most current views concerning the regulatory environment, internal controls and the overall conduct of business
- Enhance strategic thinking on how to develop compliance and ethics programs to address potential corporate regulatory problems
- Address compliance, internal audit, and ethical issues common to all organization’s
- Obtain insight on how to develop and implement compliance and ethics programs that reflect current trends and guidance from broad industry segments.
- Adopt the appropriate mechanism for effective corporate governance
- Value the shareholder and stakeholder rights and responsibilities
- Adhere to sound principles of direction and management
- Understand the significance of audit committee, its composition and responsibilities
- Implement best practices on corporate management

BENEFITS TO YOUR ORGANISATION

Training is an investment in the future of your organization and staff in which the payback is immediate. Building practical skills and improving knowledge helps your company stay ahead of competition in the dynamic industry. There is this ancient Chinese proverb that says: *“Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.”* Amit Kalantri once said “Children imitate their parents, employees their managers.” The benefits that will accrue to your organization after investing in this training will include but not limited to:

- Improving your role as a board member, potential board member, senior management or middle management team leader or a professional of high repute
- Increasing the understanding of corporate governance, risk management, internal controls, auditing, reporting, and financial management
- Enriching measurement and reporting to support informed decision making
- Enhancing your ability to distinguish between strategy and risks and to be able to ask the right questions

EXPECTED OUTCOMES

The expected outcomes of this five day training include:

- Facilitating the elimination of uncertainty around your role and responsibilities as a board member
- Successfully implementing and oversee an effective corporate governance regime
- Providing leadership and direction for your organization
- Understanding financial concepts and the linkage to strategy and risk
- Ensuring that processes of strategic planning, risk and financial management are strong and suitable for your organization

TARGET AUDIENCE

This course is tailor-made to suit anyone seeking training in best practices in executing effective corporate governance. Every professional involved in the running, managing and overseeing the operations of an institution or organization stands to benefit immensely from this 5-day seminar. This training is suitable to:

- Chairmen
- Chief Executive Officers, Managing Directors, Director Generals
- Executive and non-executive directors
- General Managers
- Company Secretaries
- Team Leaders

- Heads of Departments including internal audit, compliance and risk management, Finance, ICT, Marketing, Human Resource, Production, Procurement, Technical and Commercial
- Senior and Middle Managers
- Line Managers

TRAINING METHODOLOGY

Our training approach is unique and is intelligently designed to deliver the expected outcomes of this training. It is based on consistent, sound and proven approach that we have perfected over time. Our training approach is interactive and enhances participation, understanding and absorption of new ideas and habits. Our training methodology is designed to interrogate the vexing corporate governance issues that many professionals are expected to deal with as part of their jobs. The sessions will focus on basics of corporate governance, main principles governing corporate governance, the different models of corporate governance, the duties, roles and responsibilities of directors, the rights of shareholders and stakeholders, strategic management, risk management, Knowledge management, risk management, financial, social, and sustainable reporting and best practices in corporate governance. We start by introducing and explaining what corporate governance is about, then employ sets of carefully selected exercises designed to enhance participants' understanding of the basics. The exercises will highlight existing corporate governance challenges being faced within organizations. The exercises will be highly stimulating, though provoking and moderately challenging, but fun to carry out such that participants will learn without feeling the mental discomfort of learning. In addition, participants will be required to summarize their learning experience in a brief statement or presentation to help reinforce their learning achievement and celebrate their accomplishment.

This will be an exciting, unforgettable, interactive and participatory seminar for your senior leaders. The resource persons are top-notch trainers and taking into account that staff have been performing the duties relating to the scope of this seminar, the training methodology will be a combination of the following approaches:

- i. Presentations through lecturing, Group Exercises & Demonstrations and Case Studies (Group discussions and Presentation) to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions and Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iii. Role play, Games & Hands-on exercises

DGMB will deploy and use modern teaching aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We have found the following teaching aids to be very effective in capturing the imagination of the trainees- *Overhead Transparencies (Coloured power point slides), Demonstrations & Handouts.*

COURSE DURATION

The course duration is five (5) days that will run as per our proposed 5-day training programme (Time Table). The length of the training is adequate to cover the entire course as shown in the timetable below. Over the duration of the training, participants will learn the strategic value of executing effective corporate governance to their respective institutions or organizations.

THE TRAINING PROGRAM

The course content for our 5-day corporate governance training is outlined below.

DAY ONE

The importance of corporate governance

- What is corporate governance and its importance and Does good corporate governance add value?
- The scope and purpose of corporate governance including Landmark recent global developments in corporate governance
- Understanding the drivers for effective corporate governance, roles and responsibilities of Directors, CEOs, and Senior Managers
- Organizational models and effective corporate governance
- Shareholders and Stakeholders, introduction, rights, responsibilities and protection

DAY TWO

Strategic planning

- Organizations and strategy, the role of the board and senior management
- Formulating a strategic plan, Monitoring strategic performance and Strategic planning checklist
- Case study review

DAY THREE

Risk Management

- What is risk management and why is it important?
- Risk management in hindsight
- Understanding the risk management process
- Application of the risk management process at the strategic level
- How to improve your risk management regime
- Case study review

DAY FOUR

Improving internal controls

- Importance of administrative and accounting controls
- Developing and improving internal controls
- The role of the internal audit function

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- Implementing effective project controls
- Analysis and reporting for decision making
- Case study examples

DAY FIVE

Financial, Social Responsibility and Sustainable reporting

- Navigating around the main financial statements
- Exploring the relationships between the financial statements
- The role of the financial statement preparer
- Directors and boards duties and responsibilities
- Current reporting and accounting issues
- Key ratios used to monitor organizational performance
- Financial and management reporting for effective decision making
- Developing, measuring and reporting financial and non-financial KPIs
- Introduction to Corporate Responsibility and Objectives

YOUR INVESTMENT

We shall offer this training at a professional fee of Kshs 81,500 per person excluding VAT, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

ADMINISTRATION DETAILS

Dates: 30th July – 3rd August 2018

Time: 8:00 a.m. – 5:00 p.m.

Venue: Nyalı Sun Africa Beach Hotel & Spa

Attire: Smart Casual

For enquiries or registration call **David or Caroline** on: (+254) 722 352 680/ (+254) 717 968 342.

Email: training@dgmbtraining.co.ke or dgmbfinance@gmail.com

PRE-REQUISITES

No prior detailed knowledge of corporate governance is required.

TESTIMONIALS FROM PARTICIPANTS

1. “Given the knowledge and skills possessed by most participants, such a course is very relevant as it helps to link strategic planning and corporate governance more effectively given work experience. It’s relevant in this era of devolution. The course gives clarity.” - *Grace Mbera – Postal Corporation of Kenya.*
2. “The seminar was beneficial”. *Erick Korir – National Social Security Fund.*

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3. “You are moving in the right direction. Keep on!” *Anastasia N. Murigi – National Hospital Insurance Fund.*
4. “You have done a fantastic job. Keep it up. The booklet has adequate content and the CD very nice”. *Clifford N. Nzioka – Kenya National Highways Authority.*
5. “The course was very well planned and the materials provided were very informative and can be used for future reference. Keep it up”. *Angela Kiarie - National Hospital Insurance Fund.*
6. “The course was very objective and fitted well within my required mandate at my company. I got new and compelling ways to enhance my performance with regard to strategic planning, corporate governance and ethics. In overall, the course was extremely relevant and useful to my daily undertakings”. *Nicholas Omenya – Kenya Electricity Generating Company.*
7. “Keep up the good work”. *Martha Ndichu – National Social Security Fund.*
8. “The course is very important to managers, planners and all professionals. It provides good guidance in running the organization”. *Molline Otieno –Siginon Aviation Limited*
9. “The course is very relevant – suggest to our organization that the content is useful and professionals can benefit”. *Halima Sheikh - National Hospital Insurance Fund.*

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us cater for your course materials and catering requirements.

Learn. Internalize. Apply



Notice of withdrawal: Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after attending this course.

HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463PS

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