

Corporate Administration & Control

Improving Compliance, Risk Management, and Governance in an International Setting

Introduction

The purpose of this Corporate Administration & Control training course is to give managers and other leaders the fundamental information and abilities they need to successfully negotiate the challenging terrain of corporate governance, risk management, and compliance. Effective corporate management and control procedures are essential in today's quickly changing business environment to guarantee organisational performance, uphold stakeholder trust, and promote long-term value development.

The principles of corporate governance and risk management, as well as the newest developments and best practices in sustainability, financial reporting, and technology-driven governance, are all covered in this extensive 5-day training programme. Participants will acquire a thorough understanding of the rules and regulations that apply in different jurisdictions. Incorporating interactive lectures, group discussions, case studies, and hands-on activities, participants will gain the knowledge and self-assurance required to establish strong corporate management and control frameworks in their companies.

The main points of this Course N Carry Corporate Administration & Control training programme are:

- Learn about corporate governance frameworks, best practices, and principles across a variety of industries and geographical areas.
- Learn how to create and execute efficient internal control and risk management systems to reduce risks and guarantee adherence to legal and regulatory standards.
- Gain knowledge of financial reporting, auditing, and management, including how to apply worldwide accounting standards and disclosure regulations.
- Examine the newest developments and top strategies in CSR, sustainability, and ESG (environmental, social, and governance) reporting.
- Learn useful techniques and resources to advance corporate governance and establish an honest, open, and accountable culture in your company.

Objectives

After completing this training programme in corporate management and control, you will be able to:

- Recognise the core tenets and structures of corporate governance.
- Create efficient internal control and risk management mechanisms.
- Examine financial statements and make use of global reporting guidelines
- Assess sustainability initiatives and include ESG factors in decision-making
- Create and implement changes to your organization's corporate governance.

Training Methodology

To give a thorough learning experience, this training course incorporates interactive lectures, group discussions, case studies, and hands-on exercises. In addition to analysing real-world problems and applying the principles learnt to practical situations, participants will participate in thought-provoking debates. The facilitator of the training programme will share best practices and offer learners individualised advice based on their vast business experience. Participants in the training programme will have many of chances to network with colleagues and create doable plans for bringing advances in corporate governance into their companies.

Organizational impacts

The following advantages will accrue to the organisation:

- Improved stakeholder trust and corporate governance methods
- Strong internal control and risk management systems
- Enhanced financial reporting and adherence to legal obligations
- Including ESG and sustainability factors in decision-making
- Enhanced staff proficiency in corporate oversight and administration
- Creation of a solid corporate governance environment and leadership

Personal Impact

Upon completion of this training programme, the attendees will get the following:

- Thorough comprehension of corporate governance concepts and principles
- Capacity to recognise, evaluate, and successfully reduce hazards
- Proficiency in financial analysis, reporting, and judgement
- Understanding of ESG best practices and sustainability
- Assurance in creating and carrying out governance reforms
- Enhanced capacity for strategic thought and leadership

Who should attend?

A broad spectrum of professionals involved in corporate management, governance, risk management, compliance, and decision-making processes inside their organisations can benefit from this training programme. Participants from a variety of industries, including manufacturing, telecommunications, financial services, oil and gas, and others, will benefit from the course material.

A wide spectrum of professionals can benefit from this Course N Carry Corporate Administration & Control training course, but the following will be very apparent:

- Executives, senior management professionals, and board members
- Internal control and risk management experts
- Law enforcement officials and compliance officers
- Auditors, accountants, and financial managers
- People who work in CSR and sustainability

Course Outline

Day 1

Overview of Corporate Control and Management

- **A synopsis of corporate oversight and management**
 - Meaning and significance
 - Essential values and goals
- **Frameworks for corporate governance**
 - International best practices (such as the Corporate Governance Principles of the OECD)
 - Frameworks that are regionally and nationally unique (such as the King IV Report in South Africa and the UK Corporate Governance Code)
- **The legal and regulatory environment**
 - Securities laws in different jurisdictions and the Companies Act
 - Industry-specific laws (such as the Nigerian Oil and Gas Industry Content Development Act and the EU Gas Directive)
- **The duties of the board of directors and management**
 - Functions and obligations
 - Structure and composition
 - Decision-making procedures that work

Day 2

Internal Control and Risk Management

- Risk identification, evaluation, and mitigation
- Concepts and guidelines for enterprise risk management (ERM) (e.g., COSO ERM Framework, ISO 31000)
- **Systems of internal control**
- Creating and executing efficient controls
- Keeping an eye on and testing the controls
- The effect of the Sarbanes-Oxley Act (SOX) on internal control standards
- **Management of compliance**
- Adherence to legal requirements, rules, and industry standards
- Rules against bribery and corruption (such as the Foreign Corrupt Practices Act in the US and the UK Bribery Act)
- Prevention of money laundering and financing of terrorism (such as EU Anti-Money Laundering Directives)

Day 3

Reporting and Management of Finances

- **Principles of Financial Management**
- Planning and budgeting for finances
- Decisions about funding and capital structure
- Working capital administration
- **Disclosure and reporting of financial information**
- Standards for International Financial Reporting (IFRS)
- Accounting standards that are regionally and nationally unique (such as EU-adopted IFRS and UK GAAP)
- The EU Non-Financial Reporting Directive is one example of a transparency and disclosure requirement.
- **Assurance and Auditing**
- Procedures for internal and external auditing
- Independence and rotation requirements for auditors
- Duties of the audit committee
- **Metrics of performance and financial analysis**
- Important financial indicators and ratios
- Comparisons between industries and benchmarks

Day 4

Corporate Social Responsibility (CSR) and Sustainability

- **Frameworks for reporting on sustainability**
- Guidelines for the Global Reporting Initiative (GRI)
- Standards of the Sustainability Accounting Standards Board (SASB)
- Suggestions from the Task Force on Climate-related Financial Disclosures (TCFD)

- **ESG factors (environmental, social and governance)**

- ESG factors are included into decision-making

- EU Sustainable Finance Disclosure Regulation is one example of an ESG disclosure requirement.
- **Initiatives for corporate social responsibility**
- Participation of stakeholders and community relations
- Human rights and work procedures
- Management of the supply chain and ethical sourcing
- **Ecological responsibility in the oil and gas sector**
- Sustainability possibilities and problems unique to a certain industry
- Guidelines from IPIECA, the International Petroleum Industry Environmental Conservation Association

Day 5

New Developments and Real-World Use

- **New developments in corporate control and management**
- Governance driven by technology and digitalization
- Considerations for data privacy and cybersecurity
- Blockchain technology and its possible uses in compliance and governance
- **Organising and carrying out actions**
- Creating individualised action plans to enhance corporate control and management in the companies of participants
- Techniques for getting around obstacles and hurdles in the way of implementation
- **Review and conclusion of the course**
- Important insights and lessons discovered
- Resources and next steps for ongoing education and growth