Garnet
Garnet Global Training Center

GGT-AL-122

Administration, Legal & Public Sector

Meeting & Board Secretary Skills

مهارات أمانة سر الاجتماعات ومجالس الإدارة

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Leadership & strategy**

Overview

Meeting & Board Secretary Skills is a leadership program that connects strategic choices with execution, people and results. Programs for government entities, legal departments and the offices that keep organisations running. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set direction and priorities for Meeting & Board Secretary Skills in your organisation.
- Make sound decisions with incomplete information.
- Align people, structure and culture with strategy.
- Lead change and handle resistance constructively.
- Influence boards, peers and external stakeholders.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. It is aimed at managers and executives who set direction and are accountable for results.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Strategic context of Meeting & Board Secretary Skills

- Service design and performance
- Common mistakes and how to avoid them

Day 2 Setting direction and priorities

- Compliance and controls
- Communication and protocol

Day 3 Leading people through change

- Digital government practices
- Regional and international case studies

Day 4 Decisions, risk and stakeholders

- Regulatory and legal frameworks
- Checklists and templates to take away

Day 5 Leadership commitments and action plan

- Drafting and documentation
- Group discussion and peer review

10-day outline

Day 1 Strategic context of Meeting & Board Secretary Skills

- Service design and performance
- Common mistakes and how to avoid them

Day 2 Setting direction and priorities

- Compliance and controls
- Communication and protocol

Day 3 Leading people through change

- Digital government practices
- Regional and international case studies

Day 4 Decisions, risk and stakeholders

- Regulatory and legal frameworks
- Checklists and templates to take away

Day 5 Leadership commitments and action plan

- Drafting and documentation
- Group discussion and peer review

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Measurement and reporting

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Hands-on workshop on a workplace challenge

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
1–5 Feb 2027	5-day online	Live online	Arabic	2,950
2–13 May 2027	10-day classroom	Cairo	English	8,950
18–22 Jul 2027	5-day classroom	Amman	Arabic	4,750
17–21 Oct 2027	5-day classroom	Kuwait City	Arabic	4,750
17–28 Jan 2028	10-day online	Live online	English	5,450
5–16 Mar 2028	10-day classroom	Kuwait City	English	8,950
18–22 Jun 2028	5-day classroom	Cairo	Arabic	4,750
21–25 Aug 2028	5-day classroom	Dubai	Arabic	4,750
6–10 May 2029	5-day classroom	Jeddah	English	4,750

Dates	Format	City	Language	Fee (USD)
11–15 Jun 2029	5-day online	Live online	English	2,950
1–12 Jul 2029	10-day classroom	Doha	English	8,950
12–16 Nov 2029	5-day classroom	Casablanca	English	4,750
4–15 Mar 2030	10-day classroom	London	English	8,950
20–24 May 2030	5-day classroom	Abu Dhabi	English	4,750
17–21 Jun 2030	5-day classroom	Istanbul	English	4,750
4–15 Nov 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/