Writing Board Resolutions and Company Secretarial Documents

Corporate Communications

Course Overview

Writing Board Resolutions and Company Secretarial Documents: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Writing Board Resolutions and Company Secretarial Documents
- Apply practical tools and techniques for Writing Board Resolutions and Company Secretarial Documents in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Writing Board Resolutions and Company Secretarial Documents in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Writing Board Resolutions and Company Secretarial Documents in today's organisation
2. Key concepts and the language of Writing Board Resolutions and Company Secretarial Documents
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Writing Board Resolutions and Company Secretarial Documents with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Maputo	**$1,395**
9 to 13 Nov 2026	Johannesburg	**$1,450**
23 to 27 Nov 2026	Nairobi	**$1,550**

30 Nov to 4 Dec 2026	Kampala	**$1,395**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.