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COURSE BROCHURE

# Human Capital Governance and Disclosure Training Course

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Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

# Human Capital Governance and Disclosure Training Course

**Ref:** 3167_120351 **Date:** 18 – 22 January 2027 **Location:** Dar es Salaam **Fees:** 5300 GBP

Human Capital Governance and Disclosure is a 1-week training course for HR directors, company secretaries and reporting leads who prepare a Human Capital Disclosure Pack for their board and annual report. Investors, employees and lenders now read workforce information as closely as financial results, so weak definitions or unsupported claims carry real reputational cost. Jupiter Prime Training sets this subject within board oversight, data assurance and narrative reporting.

## Why Human Capital Governance and Disclosure Matters Now

Three forces shape the subject today. Investors and lenders compare workforce indicators such as turnover, pay equity and training hours across peers before they commit capital. Boards must show they question people risks as rigorously as financial ones. Handled well, it earns trust; handled badly, it brings restated figures and lost credibility. The course rests on widely used principles of board oversight, internal control and sustainability reporting, described in general terms.

## Who Gains Most from Human Capital Governance and Disclosure

- People leaders who own workforce strategy and answer to the board on talent, culture and pay
- Board and committee secretaries who set agendas, minutes and terms of reference for people matters
- Corporate reporting leads who draft the annual report and its workforce narrative
- Reward specialists who prepare pay ratio, pay gap and incentive information for the remuneration committee
- Internal control and assurance staff who test the reliability of people data before publication

The greatest benefit comes when a people function, the company secretariat and the reporting office attend together and agree who owns each figure.

## Human Capital Governance and Disclosure Capabilities

Participants turn scattered HR spreadsheets into governed workforce indicators a board can question and readers can trust.

- Design a board oversight map that assigns each people topic to a committee — board chair and committee chairs
- Specify definitions for headcount, turnover, absence and training indicators — reporting leads and data owners
- Test the lineage and controls behind each published workforce figure — internal assurance and external reviewers
- Align pay equity and incentive information with remuneration committee decisions — remuneration committee members
- Build a balanced workforce narrative that links indicators to strategy and risk — investors and employees
- Communicate people risks and their mitigation in board papers — directors and senior executives

## Key Human Capital Governance and Disclosure Terms

- Human capital — the knowledge, skills, health and motivation of a workforce as a source of value and risk
- Workforce indicator — a defined, repeatable measure such as voluntary turnover or training hours per employee, used for oversight and reporting
- Data lineage — the documented path a figure takes from source system to published report
- Pay equity analysis — a comparison of pay between groups doing equal or similar work, adjusted for legitimate factors
- Materiality assessment — the process of deciding which workforce topics matter enough to stakeholders to be reported
- Narrative disclosure — the written explanation that gives context, targets and progress around reported workforce figures

## Human Capital Governance and Disclosure Day by Day

## Day 1: Board Oversight of the Workforce

- Board and Committee Remits for People Topics — Who Questions Which Workforce Risk
- Terms of Reference Drafting — Clear Authority for People Oversight
- Stakeholder Expectations Scan — Investor, Employee and Lender Information Needs
- Workforce Risk Register Entries — Linking Talent Exposure to Strategy
- Board Agenda Cycle Planning — Timing People Reviews Across the Year

## Day 2: Defining Workforce Indicators

- Materiality Assessment Matrix — Choosing Which Workforce Topics to Report
- Headcount and Contractor Counting Rules — Consistent Scope Across Entities
- Turnover, Absence and Retention Formulas — Comparable Figures Year on Year
- Training and Capability Measures — Showing Investment in Skills
- Health and Safety Indicators — Leading and Lagging Signals for Directors

## Day 3: Assuring People Data

- Data Lineage Mapping — Tracing Figures From System to Report
- Control Points and Reconciliations — Catching Errors Before Publication
- Data Owner Sign-Off Matrix — Accountability for Each Published Figure
- Limited and Reasonable Assurance Choices — Matching Rigour to Reader Reliance
- Restatement and Error Handling Protocol — Protecting Credibility When Figures Change

## Day 4: Reward, Equity and the Remuneration Committee

- Pay Equity Analysis Methods — Explaining Gaps Between Comparable Groups
- Pay Ratio Calculation Choices — Executive to Workforce Comparisons
- Incentive Metrics Linked to People Outcomes — Rewarding Sustainable Performance
- Remuneration Committee Reporting Pack — Decisions Directors Must Evidence
- Narrative Disclosure Drafting — Balanced Context, Targets and Progress

## Day 5: Practising the Human Capital Disclosure Pack

- Applying the Oversight Map — Allocating Topics in a Case Organisation
- Applying Indicator Definitions — Building a Defined Metric Set
- Applying Assurance Controls — Testing a Draft Workforce Table
- Board Challenge Simulation — Defending Figures Under Director Questioning
- Human Capital Disclosure Pack — Final Draft for Board Approval

## Applying Human Capital Governance and Disclosure After the Course

- Lead a definitions session with data owners to agree written formulas for the five workforce indicators the board reviews most often
- Run a lineage walk-through on one published workforce figure and record each control point, owner and reconciliation in a sign-off matrix

## Human Capital Governance and Disclosure Questions FAQ

### What is human capital governance and disclosure, and why does it matter now?

It is the way a board oversees workforce matters and reports them publicly. It matters now because investors, lenders and employees compare workforce figures across organisations and question weak ones.

### Which roles gain most from human capital governance and disclosure training?

People leaders, company secretaries, corporate reporting leads, reward specialists and internal assurance staff gain most.

## How does human capital governance and disclosure differ from a general HR management course?

It focuses on board oversight, indicator definitions, data assurance and public reporting rather than day-to-day HR operations. It asks how people activities are measured, controlled and explained.

## What do you bring back from human capital governance and disclosure training?

You bring back a draft disclosure pack: an oversight map, defined workforce indicators, a data sign-off matrix and a balanced narrative.

## Human Capital Governance and Disclosure: The Way Forward

The Human Capital Disclosure Pack first informs which workforce indicators the board will approve for the next annual report. Company secretaries use it to plan committee agendas, reporting leads to draft the narrative and data owners to sign off figures. After its first cycle, revisit the materiality assessment, since stakeholder interest in pay equity and wellbeing shifts over time.