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COURSE BROCHURE

Advanced Corporate Governance Policy Manual Training Course

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Geneva

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Advanced Corporate Governance Policy Manual Training Course

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Corporate Governance Policy Manual is a 2-week training course for company secretaries, governance officers and board advisers who draft, approve and maintain the governance policy manual of their organisation. Investors, lenders and boards increasingly judge an organisation by whether its written rules on authority, conflicts and disclosure match how decisions are really taken. Jupiter Prime Training offers this course on the Corporate Governance Policy Manual.

Why Corporate Governance Policy Manual Matters Now

Three pressures are reshaping policy work. Institutional investors and lenders now request policy documents during due diligence and read them closely. Boards face sharper scrutiny of related party dealings, remuneration and director independence. Group structures with subsidiaries and joint ventures make it harder to keep one consistent set of rules. An organisation whose manual is current and followed takes faster, defensible decisions; one with outdated or contradictory policies exposes directors to challenge and slows transactions. The course draws on ISO 37301 for compliance management systems, ISO 31000 for risk management and the Institute of Internal Auditors IIA Three Lines Model for assurance roles.

Who Gains Most from Corporate Governance Policy Manual

- Company secretarial staff who maintain board charters, minutes and committee terms of reference
- Governance officers who own the policy library and its approval workflow
- Board advisers who brief directors on authority limits and disclosure duties
- Legal and compliance staff who draft conflicts of interest and related party rules
- Internal audit staff who test whether policies are followed in practice

A company secretariat gains most when several of its members attend with colleagues from legal and internal audit, because the manual sits between all three.

Corporate Governance Policy Manual Capabilities

Participants turn scattered charters and rules into one coherent, version-controlled set of governance documents.

- Design a policy hierarchy separating charters, policies, procedures and standards — board approval routing
- Specify a delegation of authority matrix with financial and non-financial limits — executive decision rights
- Build conflicts of interest and related party rules with declaration forms — director independence
- Draft board and committee charters with clear mandates — board effectiveness
- Test policy adherence through attestations and sample checks — audit committee assurance

- Communicate policy changes to staff and subsidiaries — group consistency

Key Corporate Governance Policy Manual Terms

- Policy Hierarchy — the ranking of governance documents from charter to procedure, showing which body approves each level and which prevails in a conflict.
- Delegation of Authority — a formal matrix stating which role may approve which decision, up to what limit, and with whose concurrence.
- Board Charter — the document setting out the board's role, composition, reserved matters, meeting conduct and relationship with management.
- Related Party Transaction — a dealing between the organisation and a director, major shareholder or their associates, requiring disclosure and independent approval.
- Reserved Matters — decisions only the board or shareholders may take, such as major acquisitions, capital changes or senior appointments.
- Policy Attestation — a periodic signed confirmation by staff or directors that they have read, understood and followed a named policy.

Corporate Governance Policy Manual Day by Day

Day 1: Governance Documents in Context

- Ownership Structures And Agency Problems — Why Written Rules Matter
- Shareholder, Board And Management Roles — Separating Oversight From Execution
- Articles Of Association Versus Internal Policies — Legal Precedence
- Investor And Lender Expectations Of Policy Documents — Due Diligence Readiness
- Policy Gap Diagnostic — Mapping Existing Documents Against Needs

Day 2: Policy Architecture

- Policy Hierarchy Model — Charter, Policy, Procedure And Standard Levels
- Policy Template And Mandatory Sections — Consistent Drafting Format
- Numbering, Ownership And Version Control — Traceable Policy Library
- Approval Routing Matrix — Which Body Signs Each Document
- Plain-Language Drafting Techniques — Reducing Misinterpretation By Readers

Day 3: Board and Committee Charters

- Board Charter Components — Reserved Matters And Meeting Conduct
- Audit Committee Terms Of Reference — Oversight Of Reporting And Assurance
- Nomination And Remuneration Committee Mandates — Appointment And Pay Decisions
- Risk Committee Charter — Linking Risk Appetite To Board Agenda
- Board Calendar And Annual Work Plan — Covering Every Reserved Matter

Day 4: Delegation of Authority

- Delegation Of Authority Matrix Design — Financial And Operational Limits
- Sub-Delegation And Concurrence Rules — Preventing Unchecked Approvals
- Procurement And Capital Expenditure Thresholds — Spending Decision Rights
- Subsidiary And Joint Venture Authorities — Group Decision Consistency
- Delegation Breach Handling — Ratification And Disciplinary Responses

Day 5: Conflicts and Related Parties

- Conflicts Of Interest Policy Structure — Identification And Recusal Steps
- Annual Declaration Forms And Registers — Tracking Director Interests
- Related Party Transaction Approval Workflow — Independent Director Review
- Gifts, Hospitality And Outside Appointments Rules — Personal Interest Limits
- Case Analysis From Family Businesses And Listed Firms — Applying Recusal

Day 6: Integrity and Disclosure Policies

- Code Of Conduct Architecture — Linking Values To Enforceable Rules
- Whistleblowing And Speak-Up Policy — Protected Reporting Channels
- Insider Information And Dealing Rules — Closed Periods And Pre-Clearance
- Disclosure And Communications Policy — Authorised Spokespersons And Timing
- Anti-Bribery Policy Elements — Third-Party Due Diligence Expectations

Day 7: Compliance and Risk Linkages

- ISO 37301 Compliance Management Elements — Embedding Obligations In Policies
- ISO 31000 Risk Principles — Aligning Policies With Risk Appetite
- Three Lines Model Roles — Assigning Policy Ownership And Assurance
- Obligations Register Mapping — Tracing Each Rule To Its Source
- Policy Exceptions And Waiver Process — Controlled Departures From Rules

Day 8: Embedding and Assurance

- Policy Communication And Training Plan — Reaching Staff And Subsidiaries
- Attestation Campaigns And Acknowledgement Tracking — Evidence Of Awareness
- Adherence Testing And Sampling — Internal Audit Policy Reviews
- Policy Management Software Features — Workflow, Repository And Reminders
- Policy Metrics Dashboard — Reporting Adherence To The Audit Committee

Day 9: The Annual Review Cycle

- Annual Policy Review Calendar — Sequencing Owners, Committees And Board
- Trigger Events For Off-Cycle Revision — Law, Structure Or Incident Changes
- Stakeholder Consultation On Draft Changes — Legal, Finance And Business Input
- Redline And Change Log Practice — Transparent Revision History
- Retirement And Consolidation Of Obsolete Policies — Leaner Policy Library

Day 10: Practising the Governance Policy Manual

- Applying The Policy Hierarchy To A Case Organisation — Library Structure
- Applying Delegation Matrix Design To Case Decisions — Authority Limits
- Applying Conflicts And Related Party Rules — Approval Simulation
- Peer Critique Of Draft Charters — Clarity And Enforceability
- Governance Policy Manual And Review Calendar — Final Board Submission

Applying Corporate Governance Policy Manual After the Course

- Run a policy gap diagnostic on the current library and present a consolidation proposal with owners and approval routes.
- Redraft the delegation of authority matrix for one business unit and test it against recent approvals before board sign-off.

Corporate Governance Policy Manual Questions FAQ

What is a Corporate Governance Policy Manual and why does it matter now?

It is the organised set of charters, policies and authority rules that tells directors and managers how decisions are taken. It matters now because investors and lenders read these documents during due diligence and boards face closer scrutiny of conflicts and approvals.

Which roles gain most from Corporate Governance Policy Manual training?

Company secretaries and governance officers gain most, since they own the policy library. Board advisers, legal and compliance drafters, and internal auditors who test adherence also apply the methods directly in their daily work.

How does Corporate Governance Policy Manual training differ from a board effectiveness course?

It focuses on the written rules rather than board behaviour. A board effectiveness course examines dynamics, evaluation and succession, whereas this course drafts charters, authority matrices, conflicts rules and the review cycle that keeps them current.

What do you bring back from Corporate Governance Policy Manual training?

You bring back a structured policy manual draft and an annual review calendar. Both are ready for committee discussion, with templates, an authority matrix and declaration forms you can adapt to your own organisation.

Corporate Governance Policy Manual: The Way Forward

The governance policy manual first informs who may approve which decisions and how conflicts are declared. Company secretaries, governance officers and committee chairs use it at every approval and annual review. After its first cycle, the perspective worth revisiting is subsidiary practice, since group entities often drift from central rules faster than head office notices.