



**INSTITUTE OF APPROVED
COMPANY SECRETARIES**
[199601015175 (387525-X)]

PROGRAMME DETAILS:

Date : 8th May 2025, Thursday

Venue : Zoom Webinar

Time : 9.00 am - 1.00 pm



**4 CPE
POINTS**

IACS WEBINAR 2025 : COMPANY SECRETARY AS GOVERNANCE PROFESSIONAL

Introduction

In today's dynamic corporate landscape, effective governance is essential for building sustainable, ethical, and resilient organizations. At the heart of this governance framework is the company secretary, a professional whose role extends far beyond compliance to include strategic advisory and leadership functions.

Traditionally seen as custodians of corporate compliance and record-keeping, company secretaries have evolved into governance professionals who influence organizational strategy, decision-making, and risk management. They serve as a vital link between the board of directors, management, shareholders, and other stakeholders, ensuring transparency, accountability, and alignment with legal and regulatory standards.

This training program focuses on equipping company secretaries with the knowledge and skills to excel as governance professionals. It highlights their critical role in shaping corporate culture, managing board dynamics, and providing strategic insights. Participants will explore how to navigate the complexities of modern corporate governance, address emerging challenges such as ESG (Environmental, Social, and Governance) integration, and leverage their unique position to drive organizational success.

By understanding and embracing their strategic role, company secretaries can become key architects of good governance and trusted advisors to leadership, helping organizations thrive in an era of constant change.

This session sets the foundation for recognizing the company secretary as a cornerstone of effective governance and a leader in fostering sustainable growth and ethical practices.

Course Objectives

Understand the Evolving Role of Company Secretaries

- Explore the transition from compliance-focused functions to strategic governance leadership.
- Highlight the company secretary's impact on corporate culture, board effectiveness, and organizational success.

Enhance Knowledge of Corporate Governance Frameworks

- Provide in-depth understanding of global best practices, regulatory requirements, and governance codes.
- Equip participants with tools to ensure adherence to ethical and legal standards.

Develop Strategic Advisory Skills

- Train participants to provide actionable insights to boards and leadership teams on risk management, decision-making, and strategic planning.
- Emphasize the importance of company secretaries as trusted advisors in shaping organizational direction.

Address Emerging Challenges in Governance

- Focus on current trends such as ESG (Environmental, Social, and Governance), digital transformation, and stakeholder engagement.
- Equip participants to anticipate and manage challenges arising from regulatory changes and global uncertainties.

Strengthen Board and Stakeholder Relations

- Teach participants effective communication and collaboration techniques to strengthen relationships between the board, management, shareholders, and other stakeholders.

Promote Ethical Leadership and Accountability

- Foster the ability to uphold and advocate for ethical practices and transparency in decision-making processes.
- Encourage participants to act as champions of accountability within their organizations.

This course aims to empower company secretaries to excel as governance professionals, enabling them to drive good governance, support sustainable growth, and elevate their organizations' governance standards.

Course Outlines

Module 1: Introduction to Modern Corporate Governance

- Overview of corporate governance principles and frameworks
- The evolution of the company secretary's role: From compliance officer to strategic leader
- Key responsibilities of governance professionals in today's business environment

Module 2: Strategic Role of the Company Secretary

- Acting as a trusted advisor to the board
- Enhancing board effectiveness and dynamics
- Driving organizational strategy through governance practices
- Aligning governance objectives with corporate vision and mission

Module 3: Governance and Compliance Excellence

- Understanding key regulatory frameworks and governance codes
- Navigating legal, financial, and ethical compliance challenges
- Developing systems for effective policy implementation and monitoring
- Best practices for maintaining transparency and accountability

Module 4: Leadership in Emerging Governance Challenges

- ESG (Environmental, Social, and Governance): Integration into corporate governance
- Digital governance: Addressing cybersecurity and data privacy concerns
- Risk management and crisis response in governance
- Navigating global governance challenges and multi-jurisdictional compliance

Module 5: Strengthening Board and Stakeholder Relations

- Effective communication and reporting to the board
- Building strong relationships with shareholders and external stakeholders
- Facilitating board evaluations and performance assessments
- Managing conflicts and fostering a culture of collaboration

Module 6: Ethical Leadership and Corporate Culture

- The role of the company secretary in promoting ethical decision-making
- Establishing a governance framework that supports organizational values
- Ensuring accountability and integrity in leadership practices
- Case studies on ethical dilemmas in governance

Module 7: Tools and Techniques for Effective Governance

- Practical templates and frameworks for governance activities
- Technology tools for enhancing governance efficiency
- Designing board meeting agendas, minutes, and reports
- Case studies on successful governance interventions

ABOUT THE ORGANISER

INSTITUTE OF APPROVED COMPANY SECRETARIES (IACS), is a Professional Company Secretaries' body which was incorporated in Malaysia on 16th May 1996 as a company limited by guarantee and not having a share capital under the Companies Act. The Institute's objectives are to promote, encourage and advance the status and interest of the Company Secretaries profession in Malaysia. For more information about our training programmes, please visit www.iacs.org.my.

SPEAKER:

**Dr Zubaidah Zainal Abidin
(FCIS) (CS) (CGP)**

Dr Zubaidah Zainal Abidin is currently engaged as an Academic Fellow with the Faculty of Economics and Muamalat, Universiti Sains Islam Malaysia (USIM). She retired as a Professor from Universiti Teknologi MARA (UiTM) in 2015 where she had served for more than 25 years, holding various senior academic positions, among others as the Dean of the Institute of Graduate Studies. From 2015 to 2018, she was with Kolej Universiti Poly-Tech MARA (KUPTM) initially as the Dean for the Institute of Graduate Studies and later appointed as Deputy Vice Chancellor (Academic and Internationalisation). In 2019, she accepted an invitation by UNITAR as an Associate Research Fellow for a year. She was then offered an appointment as a Professor with Putra Business School for the year 2020-2021.

Who should attend

Company secretaries, board members and directors, governance and compliance professionals, corporate governance consultants, and aspiring company secretaries.

ADMINISTRATIVE DETAILS:

Seminar Fees (per participant):

IACS members	RM 160.00
Non-members	RM 190.00

***All registrations must be accompanied by full payment to secure your seat.**

The Continuing Professional Education (CPE) points awarded are recognized by the Suruhanjaya Syarikat Malaysia (SSM) under the 60% CPE points category. E-Certificate of Attendance will be issued to participants upon attending the entire duration of the webinar and receipt of full payment, by email.

Cancellation : No refund is entertained if participant decides to cancel their registration but a substitute is welcomed. Written notification of substitute's name must be received by IACS at least three (3) working days prior to the programme. Any difference in fee will be charged accordingly.

HRD Corp : No refund is entertained if participant has made payment and apply HRD Corp grant at the same time.

Disclaimer : The organiser reserves the right to change the speaker, date or to cancel the programme should unavoidable circumstances arise.

REGISTRATION & ENQUIRIES:

INSTITUTE OF APPROVED COMPANY SECRETARIES [199601015175 (387525-X)]

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Participants who wish to apply for the HRD Corp grant do not need to make payment to us. Participants just need to apply for the training grant from HRD Corp and submit the Grant ID to us. We will claim directly with HRD Corp after the training. Participants are advised not to request for upfront payment during the grant application process.

REGISTRATION FORM

COMPANY SECRETARY AS GOVERNANCE PROFESSIONAL

Please register before **5th May 2025 (Monday)** by email for the webinar
(Limited seats available, registration will be on first come, first served basis)



Name in block letters (as per NRIC):

IACS No.: ☐ Non-members Designation:

Organisation:

Address:

E-mail:

Tel: H/P: Fax:

Cash / Cheque No.: Bank: for RM enclosed and crossed payable to 'INSTITUTE OF APPROVED COMPANY SECRETARIES'. Payment can also be deposited directly or transferred online to our **Malayan Banking Account No. 514075431102** with a copy of the transaction slip faxed or emailed to us. (Please fill in your name and membership no. under the Trans Description and Reference No. columns of the bank-in slip respectively.)

*** Online registration is highly recommended, kindly scan QR and register via google form.**

*** Kindly contact us by phone at 03-40513787 to verify that we have received your registration and payment.**



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