



**Workshop on The Effective Corporate Secretary and Legal Adviser**

March 4 – 8, 2024, 1<sup>st</sup> Run: Lagos & Abuja

September 2 – 6, 2024, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N250, 000 per Participant

**For online:** Delivery via Zoom

Time: 9am – 4:00pm everyday

**Online course fee:** N200, 000 per Participant

**Available for In-plant Training**

**USD Equivalent for foreign  
Participants**

**Program overview:**

Within any organization, a Corporate Secretary and legal Adviser's duties include ensuring the integrity of the governance framework, being responsible for the efficient administration of a company, ensuring compliance with statutory and regulatory requirements and implementing decisions made by the Board of Directors.

For these legal staff members to justify their being on the payrolls of these organizations as corporate or company secretaries and legal advisers is by improving their performances.

This can be achieved through capacity building activities for them, in the form of training and retraining. This course is designed to build the capacity of in-house legal staff in order to enhance their performances and increase their contributions to the overall performances of the organization.

**For whom:**

Directors of Legal Services, Heads of Legal Teams, External Legal Practitioners and Lawyers in organizations, Lawyers in Banks, Insurance Companies, Mortgage Institutions, Regulatory Agencies, Company Secretaries, Legal Advisers, Administrative Officers in Government Ministries and Parastatals, Law Enforcement Officials, Administrative Officers in Private organizations and Companies, as well as other interested participants.

**Learning objectives:**

At the end of this program, participants will be able to:

- list and explain the roles company Secretaries and Legal Advisers in organizations;
- effectively handle legal issues surrounding corporate activities;
- acquire good interpersonal and communication skills to work as a team with other lawyers in organization;
- design good requirements for selecting and manage external lawyers to be patronized by their organizations.;
- persuade and influence their subordinates to contribute effectively to the performance of their organization;
- implement the decisions of the board of directors;
- advise the company directors for good corporate governance;
- handle company share transactions - issuing new shares, arranging dividend payments and observing all legal requirements;
- liaise with auditors, lawyers, tax advisers, bankers and shareholders on board governance issues; and
- ensure compliance obligations under relevant laws and the requirements of regulatory authorities are met (e.g., stock exchange).

## Course Outline:

### Day 1: The Company Secretary / Legal Adviser: Roles & Responsibilities

- The Roles of Company Secretaries.
- The Roles of Legal Advisers.
- Strategic and Operational Management Practice.

### Day 2: The attributes of an effective corporate secretary / Legal Adviser:

- Analytical, problem solving skills
- Management and organizational skills
- IT familiarity
- Discretion with confidential information
- An understanding of the legal system as it affects business
- Good communication and interpersonal skills

### Day 3: Shareholder engagement on governance issues

- Investor and Shareholder Relations.
- Managing Investor Relations Online.
- Communicating with Investors and Shareholders
- Compliance with federal and provincial board governance laws

### Day 4: Managing In-House Colleagues.

- Governance liaison for officers and directors
- Integrating ICT in Legal Services
- Board and committee meetings
- Minutes of meetings
- Annual meeting of shareholders  
- including proxy statement
- Managing Corporate records
- Working with External Solicitors.

### Day 5: Dealing with Investment Issues.

- Handling Financial Markets.
- Stock transfers and dividends
- Securities market listings and compliance with listing standards
- Handling Corporate Restructuring.
- Self-Development and Personal Effectiveness
- Time Management

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
& 234-9112830607**

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.