



INSTITUTE OF DIRECTORS
IN IRELAND

NEW ONE-DAY WORKSHOP FOR NEWLY APPOINTED DIRECTORS

The Institute of Directors' one-day workshop on corporate governance for newly appointed directors will be delivered by George Bartlett on Monday, 15 March 2010, at the IMI, Sandyford, Dublin. Registration at 8.30am. Places are limited to 20 delegates. The cost is €395 per person,

to include course materials, lunch and breaks. Please return the booking form by fax to Sheila Byrne, 01 2964127, or email sbyrne@iodireland.ie, or phone 01 2964093. **This workshop may be eligible for CPD points—please check with your professional body if relevant.**

Corporate governance

Course Content

09.00 **Welcome & Corporate Governance Overview**

- Historical Perspective

09.45 **The Company**

- Features of a company
- Constitutional documents

10.15 **Directors' Duties**

- Exercise: Directors' Dos and Don'ts
- Directors' duties and responsibilities. Conflicts of interest.
- Potential liabilities and liability insurance
- Grounds for disqualification

[Coffee break - 11.00]

11.15 **The Role of the Board and Good Practice**

- Exercise: Role of the Board & Good Practice
- Role and tasks of the board/committees
- Risk management
- Board composition
- Matters reserved to the board
- Board dilemmas
- Planning and managing board meetings
- Board performance evaluation

[Lunch - 12.30]

13.30 **Feedback Session on Role of the Board**

[Coffee break - 15.00]

15.15 **Directors' Roles**

- Who is a Director? - Execs, NEDs, Nominee, Alternate, Shadow
- Directors' roles - chairman, MD, other EDs and NEDs
- Role of the company secretary
- Board induction

16.00 **Round-up and conclusion**



BESPOKE TRAINING

The Institute of Directors also offers a bespoke service to companies, which includes a formal and rigorous evaluation of the effectiveness of the board, its processes and the board's committees. Please contact Sheila Byrne on 01 2964093 for details.

ABOUT GEORGE BARTLETT

George Bartlett delivers specialist services for company directors and their boards. He trains directors of both listed plcs and private limited companies, and is one of the key course leaders on The Institute of Directors' Chartered Director Programme.