



# The Egyptian Institute of Directors

**Professional Certificates Catalogue**



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Affiliate Entity of the Financial Regulatory Authority FRA



# Certified Chief Executive Officer CEO

## Professional Certificate

### Course Overview

**The Egyptian Institute of Directors EIOD** affiliate of the **Financial Regulatory Authority FRA**, offers this new Certificate Program for aspiring and experienced executives. It aims to equip leaders worldwide with the knowledge and skills necessary to successfully carry out executive leadership functions.

## Course Objective

By attending this course, participants will gain the knowledge and skills to:

- Think strategically, compete successfully, and seize growth opportunities.
- Foster innovations that will improve your organization's ability to deliver value to customers.
- Lead authentically and ethically at all levels and foster a culture of accountability across the organization.
- Build confidence in yourself as a leader, decision-maker, and negotiator to lead teams and managing talent and driving organizational change.
- Develop enduring bonds with accomplished peers spanning functions, industries, and countries.
- Develop and implement leading practice in sharpen their management and leadership skills and are preparing to assume new responsibilities or drive growth initiatives.
- Take advantage of resources for lifelong learning as a member of the EloD alumni community.

## Targeted Participants

This program is designed for experienced senior executives who are general managers or functional leaders.

It is particularly appropriate for those assuming new responsibilities or driving new growth initiatives in organizations that have experienced success within Egypt whether on their own or with regional partners.

Participants could represent a number of organizations, including:

- Large, established companies.
- Entrepreneurial ventures.
- Family businesses.
- Multinational firms with an increased presence in the Middle East.
- Non-profit organizations.
- Government agencies, especially those working closely with the private sector.

## Participants Profile

- Participants who are interested in enhancing their leadership skills as they explore and debate business challenges in both the Egypt and Middle East.
- Ideal for senior executives from businesses that have experienced success within Egypt on their own, or with regional partners.
- Participants, who have at least 15 to 20 years of work experience and represent a range of growth-focused organizations, from large, established companies and growing arms of multinational firms to new ventures and family businesses.
- Ideal for both general managers and senior functional managers who want to improve their leadership skills and take advantage of new growth opportunities.
- Appropriate for executives from multinationals with recently acquired or significantly expanded responsibilities who will be working in Egypt or the region.

## Training Methodology & Exam

The instructors are all experts in equipping leaders to drive value in the global context, drive new levels of innovation, and build accountable, high-performance organizations who will deliver the course in an interactive manner to allow and encourage peer discussions among participants.

Course materials will comprise of presentations, background materials (e.g. articles and papers), case studies and best practice documents.

An **ongoing project** will be applied along with the entire course and will be delivered by participants to the instructors at the end of the course, to be the assessment tool to get the final certificate..

## Course Structure

The Certified **Chief Executive Officer CEO – Professional Certificate** consists of 6 related modules in addition to some supplements readings and case studies delivered over a period of 8 non-consecutive training days (6 hours per day from 10am till 4pm).

## Course Outline

### • **MODULE ONE**

- CORPORATE GOVERNANCE DEFINITION.
- FRAME WORK OF GOVERNANCE & PILLARS OF CORPORATE GOVERNANCE.
- BOARD OF DIRECTORS ROLE & IMPORTANT CONCEPTS.
- COMPANY BUSINESS CYCLE & ROLE OF THE BOARD IN STRATEGY.
- CHOOSING & EVALUATING CEO & SUCCESSION PLANNING & DISCLOSURE & TRANSPARENCY.

### • **MODULE TWO**

- BUSINESS STRATEGY & ROLE OF ORGANIZATION LEVELS EXECUTION.
- TOOLS & RESOURCES FOR ORGANIZATION EVALUATION.

### • **MODULE THREE**

- BX & BUSINESS OF EXPERIENCE (CREATING VISION , MISSION ,VALUES)

### • **MODULE FOUR**

- CREATE RIGHT TEAM ( STAKE HOLDER MAPPING , COMPETENCIES , TUCKMAN MODEL OF TEAM FORMATION , OTHER HR STAFF , PSYCHOMETRICS EVALUATIONS , ENNEAGRAM , MBTI , DISC , GALLUP , ROLE OF HR ) ( STRIKE IN SPACE ) ( COMMUNICATION , SHARED VISION

### • **MODULE FIVE**

- FINANCIAL MANAGEMENT

### • **MODULE SIX**

- RISK MANAGEMENT

## Language & Duration

The Certified Chief Executive Officer CEO – Professional Certificate consists of 6 related modules in



## Governance & Risk & Compliance GRC Certificate Program

### Preface

The Egyptian Institute of Directors EIoD affiliate of the Financial Regulatory Authority FRA, offers this new certificate program in order to focus on the vital role of the GRC directors and professionals in all kinds of companies. It will equip participants with essential skills and knowledge of Governance related topics, Risk Management, Internal Controls, and Compliance.

“A GRC Professional is someone who spends substantial time helping an organization achieve principled performance by leading, planning, performing, enabling, integrating or auditing governance, strategy, performance management, risk management, internal control, compliance or ethics activities”

From OCEG GRC Capability Model (Red Book)

During six non-consecutive training days, participants will be engaged in Corporate Governance and Risk Management. There will be discussions of the role of corporate governance in ensuring that the companies add maximum value to its shareholders, stakeholders and society as a whole, as well as how to measure corporate performance. Then, a context for the roles of shareholders, owners, and managers will be provided.

The Experts will also cover the role of directors as the link between those who provide capital (the shareholders) and the people who use that capital to create value (the managers).

We'll address the roles and responsibilities of board committees and directors of typical corporations. Then, using specific examples and case studies, we'll discuss how to fairly measure management performance to ensure that shareholders' interests are being met.

We'll also lighten the ways in which COSO Enterprise Risk Management enables organizations of all types and sizes to understand and better manage their risk environments, as well as to make better decisions through use of the COSO ERM framework.

## Training Methodology

Based on case studies drawn from recent global examples and leading practices, using a combination of theory and practice, workshops and discussions will be facilitated during this course. This certificate is highly practical, relevant, and engaging as our experts are keen on better illustration of the real life situations that are encountered by professionals in their day to day activities, while emphasizing on the International Standards and Best Practices to maximize benefits of the course

## Course Objectives

This certificate ensures that an individual has the core understanding of GRC processes and capabilities, and the skills to integrate governance, , risk management, internal control, and compliance activities.

It gives assurance that the GRC Professional has core knowledge, skills and understanding of managing and advising on risk, internal controls, key compliance matters and functions compliance, and how these must be integrated for effective and appropriate governance.

By the end of this certificate, participants should be able to:

- Understand the concept of Corporate Governance and its related issues such as shareholders' rights, BoD roles, committees' responsibilities and stakeholder's privileges.
- Have a clear understanding of Enterprise Risk Management essentials.
- Acquire the required technical knowledge to perform Risk Management processes.
- Understand how risk management can be used to support organizations in achieving their objectives.
- Be familiar with the vital role of the compliance function in guaranteeing the compliance to laws, regulations, and directives that organize the business.
- Be able to integrate GRC in the entire business to maximize the benefits on the short and long terms.

## Course Contents

- Corporate Governance definition.
- Pillars of CG.
- CG benefits.
- Global, regional, and local standards of CG.
- Shareholders' rights and responsibilities.
- Board of directors, composition, authorities and roles.
- Board committees' role due to the global best practices.
- Risk Management Overview.
- Basic Elements of Risk Management.
- Importance and Benefits of Strong Risk Management.
- Role and Responsibilities of Risk Management Division.



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- Risk Governance Structure- 3 Lines of Defense.
  - Who is a Risk Manager? Definition and job description.
  - How a Risk Manager can promote good governance inside the organization.
  - Risk Management vs. Audit Committee.
  - Reporting Line of the Risk Manager.
  - Risk and Control Self-Assessment (RCSA)
  - COSO Framework
  - Comparable Standards.
  - ERM Framework.
  - Risk Assessment Process, Risk Analysis and Risk Description.
  - Risk Quantification and Treatment.
  - Monitoring the Regime and Documentation
  - Generic Operational Risk Categories, transparency, and Confidence.
  - Compliance definition & Compliance risks
  - What is Corporate Compliance.
  - Basel Committee on Banking Supervision's thirteen principals.
  - What are the benefits of Compliance?
  - The Sarbanes-Oxley Act (SOX) - Dodd-Frank Act of 2010 - Foreign Account Tax Compliance Act (FATCA)
  - The regulatory environment and the role of regulators
  - Global Stock Exchanges Listing Rules
  - Compliance and the Role of Corporate governance
  - Sanctions
  - Compliance and business ethics
  - Developing a corporate compliance program
  - The seven elements for an 'effective compliance program
  - 8 steps in the Development of a Code.
  - What to adopt to develop a Compliance program
  - Seven Step Guide to Draft a Compliance Plan
  - Integration of Standards into Governance Practice
  - Implementation of corporate compliance
  - Improving the Compliance program
  - Location of the Compliance Function
  - Compliance Program Evaluation
  - The Compliance Officer
  - What should a Compliance Officer look at?
  - Annual Compliance report
  - Difference between Internal audit and Compliance
  - A real life case study will be prepared to enhance the participants understanding of their role as GRC Professionals.

## Targeted participants & Final Certification

- Every risk, compliance, internal audit and IT professional with 3 years of experience at least should aspire to earn the GRC certification.
- Each participant has to attend the entire training days and pass the final exam that will be conducted online after the course ending with 80% at least to get the "Qualified GRC Professional" Certificate.

## Duration & Language

6 Training Days & Material, Cases and Supplements in English and Duration will be Bilingual.



# Professional Certificate in Corporate Governance

## Preface

The Egyptian Institute of Directors EIoD offers this professional certificate focusing on the vital role of CG officers and experts in all kinds of companies and banks in ensuring the compliance with the regulations and directives set by the market regulators such as the Financial Regulatory Authority FRA and the Central Bank of Egypt.

## Outline

During 24 Training Hours including a final Exam conducted after finishing the course, the attendees will cover the following topics:

- **Module 1: Introduction to CG**

- Definition of CG and its benefits.
- Global, regional, and local CG standards.
- Role of CG expert.

- **Module 2: Corporate Structure, BoD Responsibilities**

- Shareholders' rights and responsibilities.
- Board of directors, composition, authorities and roles.
- Board committees' role due to the global best practices.
- Role of the board secretary.

- **Module 3: Control Environment**

- Internal Control system
- Internal Audit dept.
- Risk Management
- Compliance dept.

- **Module 4: Disclosure & Transparency**

- Disclosure and transparency.
- CSR policy, code of ethics, and code of business conduct.
- Conflict of interest policy.
- Interaction with the regulators, and how to create the periodical reporting on CG (Annual BD Report, CG Report, Sustainability Report)

## Targeted participants & Final Certification

- This certificate is designed for board chairs, board members, directors, senior executive officers, CG officers, Internal Auditors, Risk Managers, Compliance Officers, and Corporate Secretaries of all kinds of companies.
- Each participant has to pass the final online exam with 75% at least to get the accredited certificate (Certified Corporate Governance Professional).

## Training Methodology

- This certificate is designed for board chairs, board members, directors, senior executive officers, CG officers, Internal Auditors, Risk Managers, Compliance Officers, and Corporate Secretaries of all kinds of companies.
- Each participant has to pass the final online exam with 75% at least to get the accredited certificate (Certified Corporate Governance Professional).

## Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



# Professional Certificate in Risk Management

## Preface

The Egyptian Institute of Directors EIOD affiliate of the Financial Regulatory Authority FRA, offers this professional certificate in order to help participants to gain practical knowledge in Enterprise Risk Management and related issues from corporate governance perspective.

The course should also enhance the participants' ability to understand and practice Risk Management in different levels of the organization.

And to cover fundamentals of Risk through deeper understanding of risk management and importance of enrolling a Risk Manager to integrate business risks, dilemmas and opportunities into successful organization's corporate governance model and recognizing links between good governance and a solid risk management strategy.

**● Module 3 : Risk Manager Profile**

- Who is a Risk Manager? Definition and job description.
- How a Risk Manager can promote good governance inside the organization.
- Preventive techniques and corrective tools used and taken for identifying, reporting, Recovering and mitigating types of risk
- What is the ideal background and education of a risk manager?
- What is the role of the risk manager in educating risk owners?
- A real life case study well prepared to enhance the participants understanding of their role as executives and risk owners and risk manager role?

**● Module 4 : Role of the Board in Risk Governance**

- Understanding Board's Risk Awareness.
- Understanding Board's Role and Responsibilities.
- Board Risk Management Committee.
- Risk Management vs. Audit Committee.
- Reporting Line of the Risk Manager.
- Risk and Control Self-Assessment (RCSA)

**● Module 5 : Embedding Risk Management in the Organization**

- COSO Framework
- Comparable Standards.
- ERM Framework.
- Group Exercise: Strategies for Embedding Risk

**● Module 6 : Risk Reporting and Assessment**

- Risk Reporting and Management Information.
- Risk Assessment Process, Risk Analysis and Risk Description.
- Risk Quantification and Treatment.
- Monitoring the Regime and Documentation
- Generic Operational Risk Categories, transparency, and Confidence.

### Targeted participants & Final Certification

- This professional certificate is designed for Audit committee members, Risk committee members, risk managers & officer, internal and external auditors, compliance officers and policy & decision-makers.
- A "Certified Risk Management Professional" certificate is launched to each participant after passing the final exam with 80% at least.

### Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.





## Professional Certificate in Internal Audit

Internal Audit Master Program

Provided in collaboration with IFC



## International Finance Corporation (IFC)

### Program Objective

Corporate failures of the last decade indicate the need and renewed emphasis on an adequate internal audit function. An adequate internal audit function is a critical component of corporate governance and a foundation for the safe and sound operation of organizations. According to the Institute of Internal Auditors (IIA), the Internal Audit Function provides independent, objective assurance and consulting activity designed to add value and improve an organization's operations. Internal Audit helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The **Professional Certificate in Internal Audit**, comprising six online training days (4 hours per day), is part of the Egyptian Institute of Directors (EIoD) and the International Finance Corporation (IFC) efforts in strengthening corporate governance and promoting best practices in the market. Participants will develop the knowledge base and skill sets needed and improve their understanding of the internal audit function and the role of internal auditors. The Program include case studies and interactive learning exercises based on high international standards.

### Training Methodology

- **Introduction Corporate Governance and the Board's Role.**

- What is Corporate Governance (CG)?
- Key Dimensions of Corporate Governance (CG);
- Benefits of Corporate Governance (CG);
- Corporate Governance (CG) Basics;
- Board's Audit Committee & Main Pillars of the Control Environment;
- Investor Confidence & Success Stories for Good Governance from "MENA Region".

- **Internal Audit Overview.**

- International Professional Practices Framework (IPPF)
- Mission of Internal Audit;
- Core Principles for the Professional Practice of Internal Auditing;
- Definition of Internal Auditing;
- The Institute of Internal Auditor's Code of Ethics;
- International Standards for the Professional Practice of Internal Auditing (Standards);
- Implementation Guidance & Supplemental Guidance.
- Internal Audit, Risk Management and Compliance Organizational Reporting;
- What do include in the Internal Audit Charter?
- Internal Audit Life Cycle;
- Internal Audit Career Path;
- Internal Audit Benchmarking;
- The Relationship among Internal Audit, Risk Management & Compliance.

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- **Audit Risk Assessment & Annual Planning**

- Annual Risk Assessment Various Approaches
- Risk Assessment Principles and Criteria.
- Annual Audit Plan

- **IT Audits.**

- COBIT: Framework for IT Internal Controls;
- IT Audit Universe;
- Establishment of IT Controls

- **Data Analytics.**

- Risk-Based Audit – Major Components;
- How Data Analytics can be applied in Internal Audit.
- Analytical Procedures;

- **Internal Audit Reporting & Audit Follow-Up.**

- Engagement Planning;
- Engagement Risk-Assessment;
- Engagement Execution;
- Reporting Audit Results.
- Communicating the Acceptance of Risks;
- What is Audit Monitoring/Follow-Up?

- **Internal Audit Quality Assurance & Improvement.**

- How Developed is the QAIP in your Organization?
- Ongoing Monitoring.
- Periodic Self-Assessments;
- External Assessments.
- Reporting on the Quality Assurance and Improvement Program;
- Use of “Conforms with the International Standards for the Professional Practice of Internal Auditing”;
- Disclosure of Non-conformance;
- Top Challenges with Standards Conformance.

- **Internal Audit's Role in E&S Compliance.**

- IFC Corporate Governance Methodology;
- IFC Corporate Governance Tools;
- Internal Audit's Role in Sustainable Development.

### Targeted participants & Final Certification

- This program is designed for the existing and potential internal auditors, external auditors, internal controllers, compliance officers and risk managers of listed and non-listed companies from public and private sector, family owned business and banks.
- A "Certified Professional in Internal Audit" final certificate given to each participant passed the final exam with 80% at least.

### Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



## Professional Certificate in Internal Control System

### Preface

The Egyptian Institute of Directors EIoD affiliate of the Financial Regulatory Authority FRA provides this professional certificate to help directors and managers to build, manage, monitor and evaluate the performance of their functions and processes to ensure that they meet the strategic and operational targets of the organization.

It will provide them with basic knowledge that will enable them to set proper objectives for their business, identify the risks threatening it and finally managing these risks through integrated system of Internal Controls.

Moreover it will provide directors and managers with a solid framework that will facilitate application of all the above through a simple and practical approach that mixes the scientific concepts with the real life examples.

## Outline

During four consecutive training days including a final Exam conducted after finishing the course, the attendees will cover the following topics: .

- **Module 1 : The Three Lines Model**
- **Module 2 : Control Definitions and Categories**
- **Module 3 : Internal Control over Financial Reporting (ICFR)**
- **Module 4 : Effective Control Framework**
- **Module 5 : Internal Control Frameworks**
- **Module 6 : Control Environment**
- **Module 7 : Risk Assessment**
- **Module 8 : Control Activities**
- **Module 9 : Information and Communication**
- **Module 10 : Monitoring Activities**

### Targeted participants & Final Certification

- This certificate designed for board members, members of audit committees, and all Senior Managers of the following fields: Purchasing & Procurements, Sales, Finance & Accounting, Human Resources, Inventories & Stock Control and Internal Auditing of all kinds of companies.
- A "Certified Internal Control System Professional" final certificate given to each participant passed the final exam with 75% at least.

### Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



# Professional Certificate in Compliance

## Preface

The Egyptian Institute of Directors EIOD provide this professional certificate that focuses on the important role of Compliance officers and experts in guaranteeing the compliance to laws, regulations, and directives that organize their business, and also the internal policies, charters and code of ethics and business conduct in all kinds of listed and non-listed companies and banks.



## Outline

During the training course, the attendees will cover the following topics:

### ● **MODULE 1: DEFINING, IMPORTANCE AND FOUNDATIONS OF COMPLIANCE MANAGEMENT**

- INTRODUCTORY COMMUNICATION WITH ATTENDEES
- DEFINING COMPLIANCE
- A BRIEF HISTORY OF COMPLIANCE
- STUDYING NON-COMPLIANCE EXAMPLES ( COMPLIANCE VIOLATION )
- REGULATIONS VS. STANDARDS VS. AUDITORS
- THE IMPORTANCE OF COMPLIANCE
- THE NATURE OF COMPLIANCE BEFORE AND AFTER SCANDALS AND EVENTS IN THE 1990S & EARLY 2000S
- IMPACT(S) OF NON-COMPLIANCE
- THE FEDERAL SENTENCING GUIDELINES FOR ORGANIZATIONS (FSGO)
- THE SEVEN PILLARS
- THE CULPABILITY SCORE
- THE SARBANES-OXLEY ACT OF 2002 (SOX)
- THE DODD-FRANK WALL STREET REFORM AND CONSUMER PROTECTION ACT OF 2010 (DODD-FRANK)
- INTERNATIONAL COMPLIANCE
- WHAT IS MONEY LAUNDERING?
- STAGES OF MONEY LAUNDERING
- MONEY LAUNDERING CYCLE
- WHISTLE-BLOWERS
- WHAT IS AN EFFECTIVE COMPLIANCE PROGRAM?
- EFFECTIVE COMPLIANCE DIMENSIONS
- "FRAUD"... "WASTE"... "ABUSE"
- TYPES OF FRAUD
- THE FRAUD TRIANGLE
- A SLIPPERY SLOPE
- CONFLICTS OF INTEREST
- CATEGORIES OF CONFLICTS OF INTEREST

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**MODULE 2: THE SEVEN FUNDAMENTAL ELEMENTS OF AN EFFECTIVE COMPLIANCE PROGRAM.**

- o EFFECTIVE COMPLIANCE PROGRAM (SEVEN FUNDAMENTAL ELEMENTS)
- o IMPLEMENTING WRITTEN POLICIES, PROCEDURES AND STANDARDS OF CONDUCT.
- o WHAT SHOULD BE IN A POLICY?
- o WHAT SHOULD BE IN A PROCEDURE?
- o WHY DO WE SAY POLICIES AND PROCEDURES ARE CRITICAL FOR ANY ORGANIZATION?
- o FACTORS TO CONSIDER REGARDING THE EFFECTIVENESS OF POLICIES AND PROCEDURES?
- o CHARACTERISTICS OF GOOD POLICIES AND PROCEDURES DOCUMENTS
- o DESIGNATING A COMPLIANCE OFFICER AND COMPLIANCE COMMITTEE.
- o CONSIDERATIONS REGARDING THE COMPLIANCE INFRASTRUCTURE
- o CHIEF COMPLIANCE OFFICER'S RESPONSIBILITIES
- o TYPES OF COMPLIANCE RELATIONSHIPS
- o BENEFITS OF MANAGING KEY RELATIONSHIPS CONT.
- o COMPLIANCE AT THE BOARD LEVEL & THE ROLE OF THE BOARD
- o CRITICAL SUCCESS FACTORS FOR COMPLIANCE MANAGEMENT
- o THE PYGMALION EFFECT
- o CONDUCTING EFFECTIVE TRAINING AND EDUCATION.
- o 5 COMMON COMPLIANCE TRAINING METHODS
- o DEVELOPING EFFECTIVE LINES OF COMMUNICATION
- o CONDUCTING INTERNAL MONITORING AND AUDITING
- o ENFORCING STANDARDS THROUGH WELL-PUBLICIZED DISCIPLINARY GUIDELINES
- o RESPONDING PROMPTLY TO DETECTED OFFENSES AND UNDERTAKING CORRECTIVE ACTION

**MODULE 3: THE KEY QUALITIES OF A SUPERIOR CHIEF COMPLIANCE OFFICER AND COMPLIANCE PROGRAM EVALUATION**

- o 13 CHARACTERISTICS OF A GREAT CHIEF COMPLIANCE OFFICER
- o CHALLENGES FOR THE CHIEF COMPLIANCE OFFICER (CCO)
- o EVALUATING THE PROGRAM
- o HOTLINE EVALUATION
- o POLICIES AND PROCEDURES
- o TRAINING
- o TONE AT THE TOP
- o ORGANIZATIONAL STRUCTURE
- o INTERNAL CONTROLS

- o RESOURCES AND COMPENSATION
- o CHOOSING THE EVALUATOR
- o IMPROVING THE PROGRAM
- o GOVERNANCE, RISK AND COMPLIANCE (GRC)
- o SOME KEY ISO STANDARDS FOR GOVERNANCE, RISK AND COMPLIANCE MANAGEMENT
- o THE THREE ARCHETYPES OF COMPLIANCE ORGANIZATIONS
- o CORPORATE'S LINES OF DEFENSE
- o WHY DO WE NEED GRC IN OUR COMPANIES?
- o BUSINESS FUNCTIONS
- o THE CHIEF EXECUTIVE OFFICER (CEO)
- o THE CHIEF FINANCIAL OFFICER ( CFO)
- o HUMAN RESOURCES
- o PROCUREMENT
- o OPERATIONS
- o INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
- o ASSURANCE OR INTERNAL CONTROL FUNCTIONS
- o INTERNAL AUDIT VERSUS COMPLIANCE

**● MODULE 4: (FAQS) REGARDING COMPLIANCE COMMITTEES, CASE STUDIES AND TEMPLATE**

- o QUICK RECAP
- o ISSUES REGARDING COMPLIANCE COMMITTEE FUNCTION
- o ISSUES REGARDING COMPLIANCE COMMITTEE RESOURCES
- o ISSUES REGARDING COMPLIANCE COMMITTEE ORGANIZATION
- o ISSUES REGARDING HOW THE COMPLIANCE COMMITTEE OPERATES
- o A CASE STUDY OF AN INVESTIGATION AND THE POLICY AND PROCEDURE DEFECT IT REVEALED
- o OUTLINE FOR ABC CORPORATE COMPLIANCE PLAN TEMPLATE
- o WELLS FARGO'S SCANDALS CASE STUDY

## Targeted participants & Final Certification

- This certificate is designed for compliance officers and internal controllers of all kinds of companies.
- Each participant has to pass the final exam with 75% at least to get the "Certified Compliance Professional" Certificate.

## Training Methodology

The instructors are experts on the compliance and internal controls issues. They will deliver the training course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers, case studies, and best practice documents).

## Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



# Professional Certificate in Corporate Social Responsibility CSR

## Preface

The Egyptian Institute of Directors affiliate of the Financial Regulatory authority FRA offers this professional certificate that aims to provide the participants with an overview to the methods of implementing corporate social responsibility at all levels of the organization.

## Course Objective

- Assess risks and opportunities before making capital investments or other business decisions
- Align CSR strategies with organizational goals and capabilities
- Understand how CSR directly affects current and future regulatory practices
- Foster successful interaction with key internal and external stakeholders as well as governmental and non-governmental organizations (NGOs)

## Course Contents

### • **Introducing Corporate Social Responsibility**

- Overview of corporate social responsibility
- Global Ecosystem of CSR
  - o UN Sustainable Development Goals
  - o ILO Declaration on fundamental principles and rights at work
  - o OECD Multinationals Guidelines
  - o UN Global Compact Initiative
  - o ISO26000
- Importance of corporate social responsibility
- Key trends in corporate social responsibility
- Global, regional, and local approaches to corporate social responsibility
- Corporate social responsibility and value creation
- Limits and potentials of CSR

### • **Scope of Corporate Social Responsibility**

- Scope and practice of CSR
- CSR and key players and stakeholders
- CSR and sustainable development
- CSR and corporate governance and business integrity
- CSR and human rights
- CSR and responsible employment
- CSR and the environment
- CSR and the community

## • **Application of Corporate Social Responsibility**

- Identifying the business case for CSR
- Managing and integrating CSR into core business operations
- Stakeholders mapping
- ESG risk assessment and materiality exercises
- CSR governance – committees, roles, and responsibilities
- Criteria for choosing CSR projects
- Measuring impact of CSR projects
- Successful CSR case studies
- Reporting and disclosure frameworks on CSR

## Targeted participants & Final Certification

- This certificate is designed for CSR & Sustainability officers of all kinds of companies.
- Each participant has to pass the final exam with 75% at least to get the Certified CSR Professional Certificate

## Training Methodology

The instructors are experts in CSR & Sustainability issues. They will deliver the training course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers, case studies, and best practice documents).

## Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



## Professional Certificate in Reporting and Disclosure

### Preface

The Egyptian Institute of Directors affiliate of the Financial Regulatory authority FRA offers this professional certificate that aims to provide the participants with an overview of corporate disclosures by focusing on selected topics that are currently deemed of particular interest to financial and non-financial reporting, in addition to the different ways of disclosure.



## Learning Objective

- Review disclosure regulation and information intermediaries
- Exploring the determinants and economic consequences of corporate disclosure
- Utilizing financial and non-financial reporting and disclosure as means for management to communicate firm performance and governance to outside investors

## Course Outline

### • **Disclosure & Transparency**

- Introduction to disclosure and transparency
- Why, what, and how to disclose information?
- What is the role of the board versus the role of management in disclosure?
- Means of disclosure
- Best practices in disclosure
- Understand what information, where, when, and in which form shall be disclosed
- Define information that your company is willing to disclose in addition to the one legally required in accordance with best practices

### • **Non-Financial Reporting**

- Annual Report
- BoD Report
- Disclosure Report
- CG Report
- CSR Report
- Sustainability Report
- The conflict of interest report
- The internal control report over financial reporting
- The audit committee report

## • Financial Reporting and Disclosure Analysis

- o Accounting concepts and how they affect the understanding of accounting information
- o Summarizing the financial position and performance of the company
- o Disclosures under IFRS
- o Financial analysis and the important accounting shenanigans
- o Understand the types of financial statements
- o Grasp insights about key financial areas that need attention
- o Be able to ask the right financial questions
- o Exercise reasonable and informed oversight over financial performance

### Targeted participants & Final Certification

- This certificate designed for Chairpersons, BoD Members, Committees Members, Internal Auditors, Risk Managers, Corporate Secretaries, Compliance Officers and internal controllers of all kinds of companies.
- Each participant has to pass the final exam with 75% at least to get "Certified Professional in Reporting and Disclosure" Certificate.

### Training methodology

The instructors who are experts in CG, Financial Reporting, will deliver the training course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers, case studies, and best practice documents).

### Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



## Professional Certificate in IT Governance

### Preface

The Egyptian Institute of Directors EIOD provides this professional certificate that focusing of the important role of Information Technology (IT) and how organization can set its own objectives and its own context through the goals cascade, translating high-level enterprise goals into manageable, specific, IT-related goals and mapping these to specific processes and practices in all kinds of companies and banks from listed and non-listed companies.

## Outline

During 24 training hours including a final Exam conducted after finishing the course, the attendees will cover the following topics:

### Module 1 : Executive Summary

- 1- Executive's View of IT
- 2- Definition and Purpose of IT Governance
- 3- IT Governance Assessment Maturity Model
- 4- Integrated IT Governance Framework and Roadmap
- 5- Key Governance Roles, Responsibilities and Accountability
- 6- IT Governance Decision Rights
- 7- Prerequisites for Creating a Successful IT Governance Program
- 8- Future State of IT Governance – A Blueprint Concept

### Module 2 : Foundations of IT Governance

- 1- Why Do Organizations Need an IT/Business Governance Policy and Process
- 2- Key IT Resources and Functions to be Managed
- 3- Three Critical Pillars of IT Governance – Organization/People, Process and Technology
- 4- Results of Ineffective IT Governance
- 5- Steps in Making IT Governance Real
- 6- A Generic Governance Process Improvement Model
- 7- A First Step – Understand Current Maturity of IT Governance

### Module 3 : Integrated IT Governance Framework and Roadmap

- 1- Benefits of Using an Integrated IT Governance Framework
- 2- Integrated IT Governance Framework and Roadmap
- 3- Select Examples of Current and Emerging Business/IT Strategy
- 4- Governance Best Practice Reference Models, Frameworks and Standards

## Module 4 : Business/IT Alignment Excellence

- 1- The Board's Role in Driving Business/ IT Alignment
- 2- Principles of Aligning IT to the Business More Effectively
- 3- Business and IT Plan Integration Flow
- 4- Business and IT Strategy Development Framework and Outline
- 5- IT/Business Alignment & Portfolio Management Triangle
- 6- The Five Stages of IT Investment (Portfolio) Management Maturity
- 7- IT Engagement (Relationship) Model

## Module 5 : Program/Project Management (PM) Excellence

- 1- Value Propositions of PM from Leading Organizations
- 2- Principle for Achieving Excellence in Program/Project Management
- 3- PM Maturity Model
- 4- Linking IT/Business Plans to PM and Beyond
- 5- PM Life Cycle Phases, Components and Key Templates
- 6- IT Demand Management Gate Process Flow and Select Decision Criteria
- 7- The Roles of the Program Management Office (PMO)

## Module 6 : IT Service Management and Delivery (ITSMD) Excellence

- 1- Principles for Achieving IT Service Management and Delivery Excellence
- 2- Benefits of IT Service Management and Delivery
- 3- What is ITIL and Why is ITIL Different?
- 4- ITIL Framework and an Overview of the Twelve Process Areas of ITIL (e.g. configuration mgt., asset/financial mgt., incident mgt., problem mgt., change mgt., release mgt., service level Mgt., capacity mgt., service continuity mgt., capacity, Mgt, etc.)
- 5- Steps in Making ITIL Real
- 6- IT Service management and Delivery Assessment Maturity Model
- 7- Conducting a ITSMD Health Check
- 8- Select ITSMD Metrics

## Module 7 : Outsourcing and Vendor Management Excellence

- 1- The IT Balancing Dilemma
- 2- The Outsourcing Decision-Making Scorecard
- 3- Major Outsourcing Trends, Issues and Challenges
- 4- Differences Between Domestic and Off Shore Deals
- 5- Empowering Executives to Outsource
- 6- Vendor Selection Process Flow
- 7- Key Vendor Evaluation Criteria
- 8- IKey Governance Roles, Processes and KPIs
- 9- Summary Steps in Vendor/Outsourcing Selection, Contract Negotiations and Management

## Module 8 : Performance Management, Management Controls

- 1- Principles for Achieving Performance Management Excellence
- 2- What Key Performance Indicators Should Be Tracked?
- 3- Linking Critical Success Factors to Key Performance Indicators
- 4- Governance Calendar and Balanced Scorecard
- 5- Select Examples of KPIs in Support of IT Governance Components
- 6- Key IT Management Controls

## Module 9 : Risk Management and gap analysis using different standards

- 1- Risk Assessment, Management and Mitigation
- 2- Gap Analysis
- 3- ISO/NIST/COBIT what different and how to chose
- 4- ISummary, Lessons Learned, Critical Success Factors and Next Steps

## Module 10 : Select Case Studies, Recap and Exam

## Targeted participants & Final Certification

- This certificate is designed for IT officers, Managers or Directors of all kinds of companies/Organizations.
- Each participant has to pass the final exam that conducted at the end of day 4 with 80% at least to get the accredited certificate "Certified IT Governance Professional".

## Training methodology

The instructors are experts on Information Technology and information security . They will deliver the training course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers, case studies, and best practice documents).

## Duration & Language

- Six Online Training Days (4 hours per day).
- Four Training Day "Class Room" (6 hours per day).
- Material & Exam in English, Duration Bilingual.



# Fundamentals of IT Auditing

## Targeted participants & Final Certification

The Egyptian Institute of Directors EIOD affiliate of the Financial Regulatory Authority FRA offers this new training course – Online – in order to provide attendees with an introduction to IT auditing, emphasizing the concepts through exercises and case studies. Internal audit professionals will develop knowledge of basic IT audit concepts that can be used to facilitate integrated audit efforts within their organization.

The course will also provide attendees the opportunity to perform an audit of IT applications supporting key business processes, coordinate the assessment of IT risk with the evaluation of IT general controls, and perform a risk assessment and evaluation of controls over end user computer applications.



## Course Objectives

- Utilizing general IT control audit concepts, perform an audit of IT applications supporting key business processes.
- During the performance of an audit of IT applications, which supports key business processes, coordinate the assessment of IT risk with the evaluation of IT general controls.
- Describe the concepts of application controls.
- Utilizing general IT control concepts, perform a risk assessment and evaluation of controls over end user computer applications.

## Course Topics

### Overview of IT Auditing, Concepts and Controls: Why IT Auditing and What Is It?

- Why IT auditing?
- What is IT auditing?
- What are the benefits of an IT audit?
- What is the role of an IT auditor?
- Growth of the IT auditor, including background
- Common IT audit certifications
- IIA standards related to an IT audit
- Key components of IT
- How COSO and GAIT relate to IT audit
- Guide to the Assessment of IT Risk (GAIT)
- Major U.S. laws that impact IT audit
- IT general and application controls
- End-user computing
- IT governance

## Case Study

- **General Control: Logical Security**

- General security concepts
- Access management concepts
- Access management principles
- Common access management controls
- Password configuration and authentication

- **General Control: Change Management**

- What is change management?
- Why do change management?
- What are the types of changes?
- Elements of a typical change process
- Types of risks and controls
- Indicators and recognizable symptoms of poor change management practices
- Change management success measures
- Variations in change management processes

- **General Control: Business Continuity Planning (BCP), Disaster Recovery (DR), and Backup Processing**

- Business Continuity Management (BCM)
- Disaster Recovery (DR)
- Backup processing
- BCM Implementation Requirements
- Recovery solutions

- **Cloud Computing and Service**

- Cloud computing

- **Application Controls**

- Introduction to ERP applications
- Application control concepts
- Input controls
- Processing controls
- Output controls
- Interface controls
- Audit trails
- Application security

- **Application Controls**

- What is Cybersecurity
- You Data
- Confidentiality, Integrity, and Availability

## Training methodology and Target Audience

This training course will be delivered in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, examples and cases. This course is targeting the current and potential internal and external auditors, risk manager, compliance officers in all kinds of companies and accounting & auditing firms as well.

## Duration & Language

- 4 training days & English Material & Exam, and the duration Bilingual.



# Professional Certificate in Digital Governance

## Preface

4th Industrial Revolution, Digital Transformation, Big data, Data Economy, artificial intelligence, Digital Governance, Data Driven Decision Making, just a few terms that have become a part of our professional legal and political vocabulary.

Technology is here and it is here to stay. However, as ease as these new technologies may seem, they also have disruptive effects on society and pose us for legal and political challenges.

So that, the Egyptian Institute of Directors EIOD affiliate of the Financial Regulatory Authority FRA offers this new professional certificate in order to help the organizations that are struggling to manage what they put online and to understand what digital governance is, besides having a draft framework to kick-start the governance efforts.

## Targeted Participants

The **Professional Certificate in Digital Governance** is designed for current and potential chairpersons, board members, top executives, digital leaders, and domain experts in all kinds of companies and banks, in addition to all digital services providers.

## Training Methodology & Exam

**The instructors** is n experts on the governance, digitalization, artificial intelligence, and data economy, will deliver the course in an interactive manner to allow and encourage peer discussions among participants.

**Course materials** will comprise of presentations, background materials (e.g. articles and papers), and best practice documents..

**In the last session of the course** participants will exercise a real workshop to formulate a Digital Strategy for any selected company.

**After the course** participants will be available for conducting an Exam (Self-Assessment) and requested to score at least 80% to get the final certificate of the course.

## Course Structure

The Professional Certificate in Digital Governance consists of 7 Related Modules in addition to supplements readings and case studies delivered over a period of 5 non-consecutive physical training days (6 hours per day from 10am till 5pm).

## Course Outline

- **Module 1: Corporate Governance Principals**
  - History of Corporate Governance
  - Sarbanes-oxley act
  - Corporate Governance Essentials
  - Corporate Governance Goals & ROI
  - Role of Enterprise Risk MGMT in the Direction and Control
  - Role of Internal Control Systems in the Direction and Control
  
- **Module 2: 4th Industrial Revolution & Digital Transformation**
  - 4th industrial Revolution
  - Impact on Doing Businesses
  - Impact on Labor Force
  - Impact on Business models
  - Technologies changing the physical world
  - Technologies changing the Digital world
  - Good side of 4th Industrial Evolution & How to utilize it
  - Bad side of 4th Industrial Evolution & How to protect your organization
  
- **Module 3: Big Data & Data Economy**
  - Introduction of Big Data
  - Data Economy
  - Value Creation of Data
  - Data Asset Valuation
  - Introduction to Data & AI Data Driven Decision Making
  - Introduction to Advanced Data Analytics
  - Introduction to Data Products
  
- **Module 4: Artificial Intelligence & Data Driven Decision Making**
  - Understand the Technologies Changing the Digital World
  - Introduction to Artificial Intelligence
  - AI is everywhere
  - Artificial Intelligence Application in Business
  - AI & Data Driven Decision Making
  - HOW Data Driven transformation impact business performance

### ● **Module 5: Digital Governance & Data Driven Transformation Strategies**

- Main Pillars to establish and maintain business
- Importance of Data
- Introduction to Digital Governance
- Digital Governance Framework
- Success Elements of Data Driven Organization
- Success Elements of Digital Governance
- Digital Transformation Human Capital
- Digital policy
- Digital Standard
- Data / information Governance
- Impact of Digital maturity on Financial Performance

### ● **Module 6: Egypt Vision 2030 & Egypt AI Strategy**

- Egypt Vision 2030
- Egypt AI Strategy
- Egypt's Data Privacy Law
- Determine your role to support Egypt Vision 2030 & AI Strategy

### ● **Module 7: Formulating Digital Strategy**

- How to survive in 4th Industrial revolution
- Success Stores of Transformed Organizations
- Formulating Garage Innovation
- Realize Your Quick Win
- Bring digital IQ in the board
- How Market Leaders Act with Digital Transformation
- Formulating Data Driven Transformation Strategy Project

## Duration & Language

- **5 TRAINING DAYS**
- **PRESENTED MATERIAL AND EXAM IN ENGLISH & DURATION BILINGUAL.**



# Professional Certificate in HR Governance

## Introduction

A wide-ranging set of influences has propelled corporate governance issues out of the boardroom and onto the desktops of business executives throughout the organization. HR executives face significant challenges, including managing a global function, realizing returns on technology, accelerating the pace of organizational change, leveraging human capital strategically, and reforming management practices in response to proliferating regulation.



## Course Objective

To understand how the ownership and governance of the organization influences HRM strategies and practices. The workshop starts by providing an overview of the dominant perspectives on corporate governance. It then considers broad national and comparative perspectives on business systems to provide a wider context. It proceeds to examine the key dimensions of governance and to provide illustrations and examples of how they may influence HRM.

This workshop shows that HR governance and ownership matter for HRM, even though the linkages between the seemingly discrete areas of governance and HRM are highly complex. HR governance can have profound effects on HRM, even though those directly involved in governance emphasize that internal management practices within the firm, other than the appointment and pay of top executives, are the prerogative of managers not shareholders.

## Course Outline

1. Principles of HR Governance
2. Senior Management & HR for Governance
3. Pillars of Effective HR Governance
4. How to design a structure for HR governance

## Course Content

### **Module 1: Principles of HR Governance**

- a. HR Functional Management
- b. Employee Value proposition
- c. Authority Matrix
- d. HR policies and procedures
- e. Align HR governance with organization strategies and risk management

## Module 2: Senior Management and HR Governance

- a. Senior management structure & Governance
- b. HR Management & Governance
- c. Senior management Legal Duties
- d. HR as a Business Partner

## Module 3: HR Audit

- a. Purpose of HR Audit
- b. Objectives & benefits of HR Audit
- c. Principles of HR Audit
- d. HR Audit Model
- e. HR Audit application

## Module 4: HR Compliance

### Final Exam

#### Targeted participants & Final Certification

- This certificate is designed for current and potential HR Directors, Talent Managers and Personnel Directors of all kinds of companies.
- Each participant has to pass the final exam with 80% at least to get the accredited certificate.

#### Training methodology

The instructors are experts on HR governance issues, will deliver the training course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers, case studies, and best practice documents).

#### Duration & Language

- 4 training days followed by an Exam conducted at the end of course.
- Material & Exam in English, Duration Bilingual



# Professional Certificate in Key Performance Indicators KPIs

## Course Overview

Every organization strives for excellent performance in the exceeding of its clients' expectation and enhance its competitive advantage. Performance management is both a strategic and an integrated approach to delivering successful results in organizations by improving the performance and developing the capabilities of teams and individuals.

As a result, The Egyptian Institute of Directors EIOD affiliate of the Financial Regulatory Authority FRA, offers this certificate program, to help deploying and managing integrated, professional and balanced departmental scorecards and Key Performance Indicators in organizations, and Understand the critical factors to accomplish successful implementation of performance measurement, so that participants can develop departmental/functional objectives and individual key performance indicators to be aligned with the organizational strategic objectives.

## Course Objective

By attending this course, participants will gain the knowledge and skills to:

- KPIs Definition and Concept.
- Apply best practice techniques to KPI selection.
- Understand KPI selection in different contexts.
- Document KPIs in a standardized template.
- Learn when and how to use benchmarking in target setting.
- Optimize the KPI activation and data gathering process.

## Training Methodology & Exam

The instructor is an expert on the strategic management, scorecards, KPIs and related topics, he will deliver the course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers), and best practice documents.

After the course, participants will be available for conducting an Online Exam (Self-Assessment) and requested to score at least 80% to get the final certificate of the course.

## Course Structure

The Professional Certificate in Key Performance Indicators KPIs consists of 4 related modules in addition to supplements readings and case studies delivered over a period of 8 non-consecutive online training days (3 hours per day from 6pm till 9pm).

## Course Outline

### **Module 1: Introduction and Context**

- Challenging in Working with Kpis
- Understand the Different Between Performance Management and Performance Measurement.
- KPIs is the Backbone of Business
- The Value Added by KPIs

### **Module2. Identify Performance Management Tools**

- Strategy Map
- Performance Scorecards
- Strategy Cascading
- Kpis Documentation Forms
- Kpis Related Terminology
- Net Promoter Score.

### **Module3: Tools for Prioritization**

- Objectives, Kpis and Initiatives
- Quality and process Management
- Kpis Lifecycle

### **Module4: Implementing Stage**

- SMART Objectives
- Objectives Setting
- Types of Kpis
- KPIs Selection Process
- Value Flow Analysis
- KPIs Balancing
- KPIs Different Equations

## Course Elements

- SMART OBJECTIVES WORKSHOPS.
- STRATEGY CASCADING WORKSHOP.
- SETTING THE DEPARTMENTAL KPIS WORKSHOP.
- SETTING SUBORDINATES KPIS WORKSHOP.
- PRIORITIZING, SELECTING, WEIGHTING KPIS FACTORS WORKSHOP.
- IMPLEMENTING THE DIFFERENT KPIS EQUATIONS WORKSHOPS.

## Course Structure

- 4 TRAINING DAYS.
- PRESENTED MATERIAL AND EXAM IN ENGLISH & DURATION BILINGUAL.



## Qualified Chief Financial Officer CFO Professional Certificate

### Program Objective

The Egyptian Institute of Directors EIOD offers this new Professional Certificate in an intensive training program for financial managers, officers, and all accounting professionals who wish to obtain professional qualifications and leadership positions in financial accounting. This intensive training course aims at obtaining professional qualification that forms their practical experience, and filled with knowledge that enables them to perform their functions in a sophisticated scientific methodology.

## Program Structure

### Day 1

- o INTRODUCTION
- o Current Business Challenges & Dynamics
- o Be A millionaire
- o Role of Today CFO :
  - Forces shaping the CFO Agenda
  - Meeting the demands of strategic stakeholders
- o Role of Today CFO:
  - The CFO Toolkit
  - CFO agenda in the new economic order

### Day 2

- o FINANCIAL STATEMENTS ANALYSIS
  - Liquidity Ratios
  - Activities measure
  - Profitability Ratio
- o Corporate Finance
  - Short-term and Long-term Finance
  - Investors and Risk
  - The Relationship between Risk and Return
  - Hedging Strategies
  - Sources of Funds
  - Cost of Capital

### Day 3

- o ERP Management
  - ERP – History
  - Why ERP
  - Popular ERP in market
  - Case Studies
  - SAP ERP
- o Capital Budgeting
  - Capital Budgeting Methods
  - Time value for Money
  - Payback methods



## Day 4

- o An overview about Corporate Governance and role of CFO on CG.
  - What is Corporate Governance (CG)?
  - Key Dimensions of Corporate Governance (CG);
  - Benefits of Corporate Governance (CG);
  - Corporate Governance (CG) Basics;
  - Board's Committees (Audit Committee and Risk Committee);
  - Main Pillars of the Control Environment;
  - Role of the CFO in Corporate Governance.

## Day 5

- o Stakeholder Management
  - Overview
  - Identify Stakeholders
  - Analyze Stakeholders
  - Prioritize Stakeholders
  - Engage Stakeholders
  - Communicating
  - Managing Expectations
  - Scaling
- o What differentiates the best CFOs from the rest

## Who Should Attend & Final Certification

- This program is designed for the existing and potential financial managers & officers, all specialists in the field of internal audit, financial specialists in the banking and non-banking financial sector.
- Each participant has to pass the final exam with 75% at least to get the "Qualified Chief Financial Officer CFO" Certificate.

## Duration, Language,

- 5 non-consecutive training days followed by an Exam conducted at the end of course.
- Printed and presented material in English & Duration Bilingual.



## Corporate Secretary – Professional Certificate Provided in collaboration with IFC



### Course Overview

Due to the increasing emphasis on corporate governance in current years, the role of the corporate secretary has grown to become the central point for governance operations and strategic influence between the executive management and the board.

As a result, The Egyptian Institute of Directors EIOD affiliate of the Financial Regulatory Authority FRA, offers this certificate program in collaboration with and with the support of the International Finance Corporation IFC, in order to clarify the pivotal and strategic role of the Corporate Secretary. In addition, this certificate focuses on the responsibilities and the duties of the Corporate Secretary in a manner that enhance performing this role successfully in the institution in accordance with international leading practices.

## Course Objective

By attending this course, participants will gain the knowledge and skills to:

- Appreciate, the role, responsibilities and key duties of the contemporary Corporate secretary
- Understand the role in relation to the rest of the board and its activities
- Develop and implement leading practice in corporate governance
- Sensitively deal with issues surrounding delegations, board composition, board evaluation, and ethical culture in the institution.

## Targeted Participants

This program is designed for the current and potential Corporate Secretaries and the current and potential Committees Secretaries, in both listed and unlisted companies in the private sector, the public business sector, and all non-banking financial institutions as well as banks and state owned enterprises.

## Training Methodology & Exam

The instructors are all experts on the corporate governance and practical topics related to the corporate secretary function, who will deliver the course in an interactive manner to allow and encourage peer discussions among participants. Course materials will comprise of presentations, background materials (e.g. articles and papers), and best practice documents.

After the course, participants will be available for conducting an Online Exam (Self-Assessment) and requested to score at least 80% to get the final certificate of the course

## Course Structure

The Role of the Corporate Secretary – Professional Certificate consists of 11 related modules in addition to some modules for supplements readings and case studies delivered over a period of 8 non-consecutive online training days (3 hours per day from 6pm till 9pm), and the program will be delivered in English.

## Course Outline

### Part (I) – Overview

- MODULE 1: THE CORPORATE SECRETARY: THE GOVERNANCE PROFESSIONAL
- MODULE 2: THE CORPORATE SECRETARY: FOUNDATIONS FOR THE JOB

### Part (II) Governance and Compliance

- MODULE 1: Delegation
- MODULE 2: BOARD COMPOSITION AND SUCCESSION PLANNING
- MODULE 3: BOARD EVALUATION
- MODULE 4: Effective Board Meetings
- MODULE 5: Board Dynamics at Meetings
- MODULE 6: Board Directors

### Part (III) Advisor and Communicator

- MODULE 1: Building Ethical Cultures
- MODULE 2: Integrated Reporting
- MODULE 3: Shareholders Meetings

## Duration & Language

- 4 TRAINING DAYS FOLLOWED BY AN ONLINE EXAM.
- PRESENTED MATERIAL AND EXAM IN ENGLISH & DURATION BILINGUAL.



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