

Elevate your performance

Company Directors Course



An opportunity to enhance your directorship knowledge and meet like-minded peers

Dates:

Program One:

Mon 12 Feb 2018
Tues 13 Feb 2018
Mon 19 Feb 2018
Tues 20 Feb 2018
Wed 21 Feb 2018

Program Three:

Wed 17 Oct 2018
Thurs 18 Oct 2018
Fri 19 Oct 2018
Tues 30 Oct 2018
Wed 31 Oct 2018

Program Two:

Thurs 21 Jun 2018
Fri 22 Jun 2018
Mon 25 Jun 2018
Tues 26 Jun 2018
Wed 27 Jun 2018

Time:

9.00am to 4.15pm each day
(8.30am registration on day one only)

Venue:

AICD, Level 26, 367 Collins Street, Melbourne

Cost:

\$8,690.00 (Inclusive of GST)

Become a member at time of booking and
have your join fee waived (save \$220)

Contact:

Scott Cummins

t: 03 9245 4249

e: scummins@aicd.com.au



Overview

If you're serious about launching a career as a director or enhancing your existing directorship knowledge, the *Company Directors Course™* is for you. Developed and facilitated by directors, for directors, the Company Directors Course will develop your director skills by exploring the director's role and responsibilities.

Piloted in 2013, specific public sector case studies were developed by AICD with the Victorian Public Sector Commission (VPSC).

Who is this course for?

Victorian public sector executive and non-executive directors, CEOs and senior executives.

How will you benefit?

This course has been designed to:

- Equip you with the knowledge you need to ensure you understand your role and the compliance issues for your board

- Lead you beyond compliance to better understand the governance expectations and the ethical considerations of your role
- Help you build a better board and improve and streamline board processes
- Focus your future strategic discussions and provide you with the knowledge and tools you need to monitor your organisation's financial performance and risk management
- Broaden your view of directorship and help you improve your personal performance and organisational performance

Course outline

The course comprises 10 modules:

1. The Role of the Board and the Practice of Directorship
2. Decision Making
3. Directors' Duties and Responsibilities
4. The Board's Legal Environment
5. Risk: Issues for Boards
6. Strategy: The Board's Role
7. Financial Literacy for Directors

8. Driving Financial Performance
9. Achieving Board Effectiveness
10. Learning into Practice

Who delivers the course?

Each course uses a variety of experienced directors as facilitators. Our facilitators are selected based on their in-depth knowledge of board environments as well as their ability to engage and connect with you.

What preparation is required?

Course materials are sent approximately six weeks prior to the course. Total pre-reading requirements are estimated at 25-35 hours.

Will you be assessed?

By attending at least 8 of the 10 modules you will be eligible to undertake the assessment. Whilst not compulsory, successful completion of the assignment and exam will qualify you for the *Company Directors Course Award*, GAICD post nominals (members only), and an additional 10 DPD units.

For more information on membership or the Company Directors Course, visit [companydirectors.com.au/companydirectorscourse](https://www.companydirectors.com.au/companydirectorscourse)

Company Directors Course: Victorian Public Sector

Elevate your performance – February , June and October 2018, Melbourne

Send your completed enrolment form to:

Advisory Program Executive

Australian Institute of Company Directors
PO Box 380 Collins Street West, Melbourne VIC 8007
t: 9245 4200

Please do not send credit card information via email.

Cost: \$8,690.00 (Inclusive of GST)

I am interested in membership (join fee waived)

Payment details: Places will only be reserved on receipt of payment. (Inclusive of GST)

I require a tax invoice for payment

Email tax invoice to:

Or please debit my credit card account \$

If a corporate card is used, I warrant that I am authorised to use it to pay for this course

Amex Diners Mastercard Visa

Name on card:

Card number:

Expiry date:

Signature: _____ Date: _____

Member Non-member

Name:

Preferred name:

Position:

Company:

Address:

Postcode:

Telephone:

Email:

By ticking this box I confirm that I have read, understood and agree to the following, all of which form part of this application and apply to my participation in the relevant AICD course: Privacy statement, Cancellation policy and other terms set out in this form, the AICD Assessment documentation available at companydirectors.com.au/assessments (consisting of Course Participant Code of Conduct, Participant Rights and Responsibilities and Participant Assessment Guide) and the AICD My Learning portal User Terms (for online courses via the portal) available at mylearning.companydirectors.com.au

Privacy statement

Scope This notice applies to members and non-members who apply for events, courses and purchase services. **Uses and disclosures (sharing)** We use the information we collect in this form to enable us to provide the event, course or service you are seeking. We only use or disclose information of a sensitive nature (such as dietary or mobility requirements, health information) to process your application and to meet your requirements. We don't disclose course results unless you agree to it or we are required or authorised by law to provide it (for example, for an ASIC investigation). We use information in this form (from members and non-members), and records of your interactions with Company Directors, to provide information and services aligned with your specific needs and interests and (for members) to record Director Professional Development. Unless the event, course or services is of a confidential nature, we disclose limited information about participants under strict conditions to sponsors and potential sponsors. This information includes; name, title and organisation. We use sound and image recordings of events and some courses for quality and promotional purposes. **Overseas disclosures** Some of our contracted service providers are located in other countries including US, UK and Singapore. We take reasonable steps to ensure these service providers do not breach the Australian Privacy Principles (APPs). **Guests/partners** If you give us information about partners or guests give them the details of this notice. **More information and your rights and choices** Unless you opt-out (by contacting Company Directors – details below) we: publish membership milestones (for example, graduation from a course) in our Company Director Magazine; and send you marketing communications with offers of benefit to you from Company Directors and selected partners (via a range of means) until 12 months after you cease to be a member or your last interaction with us. For more about our information handling practices including how you can ask for access to and correction of the personal information we hold about you and how to make a complaint see our privacy policy at w:companydirectors.com.au/General/Privacy-Policy

Cancellation policy

All cancellations and transfers must be advised in writing. Charges for cancellations and transfers will be applied, as stated below, to cover our fixed cost commitments and administration costs. In the event of a cancellation or transfer, all course notes must be returned prior to any refunds being provided. **More than 28 days prior to the course start date:** Cancellation and transfers permitted with no charge. **28-15 days prior to the course start date:** Cancellations – A cancellation charge of 45% of the total course fee applies; Transfers – A transfer fee of 25% of the total course fee applies to all transfer requests (substitutes accepted up to one week prior to the program at no additional fee). If a participant transfers to another course delivery format, the difference in course fees is to be paid. 14 days or less prior to the course start date: Cancellations – no refund; Transfers – not permitted.

Disclaimer

All details were correct at the time of printing. We reserve the right to make changes to the event without notice where necessary. This document will be your tax invoice. Please keep a copy. Australian Institute of Company Directors ABN 11 008 484 197.