

# HANDLING BOARDROOM TUSSLE & TENSION: A WORKSHOP FOR COMPANY SECRETARIES

## COURSE INTRODUCTION

Disagreement in boardroom is unavoidable. A good board includes a diverse group of people who consider, deliberate and debate on various issues with an aim to reach consensus decision. Despite having rules and procedures to promote orderly and productive meetings, disagreement and disputes may arise and intensify. And as consequence, the board may be paralyzed and affect the company's operation and survival. As a Company Secretary, do you have the required skills to handle tussle and tension at the boardroom? Company Secretary as an advisor to the board, works closely with the company's board of directors, its CEO and senior officers by providing advice on board best practices and governance framework and supports the boards in carrying out its fiduciary duties. Handling boardroom tussle and tension is part and parcel of the Company Secretary's role.



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## COURSE OBJECTIVES

This workshop aims to train Company Secretaries to identify potential conflict and disagreements at board meetings and to equip them with the right skills to moderate boardroom tussle and to ease tension.

## COURSE CONTENTS

- Identify potential conflicts.
- Preparation prior to meeting to avoid confrontations.
- Seek assistance/support from external sources.
- Ways to dismiss tussles and ease tension.
- Follow-up actions post meeting.

## LEARNING OUTCOMES

By attending this programme, participants will be able to:

- Explore the role of secretary and learn how to manage differing interests within the boardroom.
- Acquire techniques and hands-on experience for moderating boardroom tussle.
- Enhance your understanding of multiparty power dynamics and the negative/positive effects of tussle.

## WHO SHOULD ATTEND

Company secretaries, compliance managers, corporate advisors, corporate affairs and officers who deal with the Board.



## ABOUT THE TRAINER

**Samantha Tai Yit Chan** is the Chief Executive Officer of Boardroom Malaysia and Managing Director of Asia, Corporate Secretarial, Boardroom Group. She has more than 30 years of experience in corporate governance and the corporate secretarial industry providing trusted advice on corporate needs to leaders in Malaysia and around the region. Samantha also holds directorships in Malaysian Alliance of Corporate Directors (MACD) and is also a member of the TAR UMT Thought Leadership Committee and Chartered Secretaries and Administrators (MAICSA).



Online

## ADMINISTRATIVE DETAILS

Date	05 March 2024 24 October 2024
Platform	Virtual platform
Time	9.00 am - 5.00 pm
Training Methodology	Lecture, case laws, discussions.
Fee	RM500.00 Standard RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points



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## HOW TO REGISTER?

### STEP 1

Strictly via online registration at [\[https://e-comtrac.ssm.com.my\]](https://e-comtrac.ssm.com.my) 

### STEP 2

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in USERNAME and PASSWORD
- Click on SIGN IN

### STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

### Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

### Transfer

- Transfer of registration fee to another training programme is not allowed.

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

### Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my).

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All information contained in the brochure is correct and accurate at the time of publication.

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## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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