

# Effective Director *Course*



*Take your seat with assurance*

Course outline and 2023 schedule

# Effective Director Course

*Is this course right for you?*

21

CPD hours for the full course

Includes access to eLearn Financial Analysis for Officers and Directors

## This course is for:

- **aspiring or newly appointed directors**
- **executives seeking director transition pathways**
- **directors wanting to refine their skills**
- **executives reporting into a board**

Exploring the role of the company director and the board's vital contribution towards organisational culture and sustainable governance, this course draws on theory, practice and the collective knowledge of the participants to simulate the boardroom experience.

Embracing a unique experiential learning design, the course is based around a hypothetical case study exploring:

- effective board practices and executive engagement
- acquiring information, including board packs, which provide the basis for sound decision-making
- boardroom dynamics impacting on both director and board effectiveness.

You will work towards a challenging simulated board meeting to practise your director skills and understand how a board operates and makes decisions. This includes a boardroom dinner (if you attend a face-to-face course) to build realistic rapport within a simulated board and set the scene to optimise your learning experience.

Conclude the course by hearing from a director and executive recruitment specialist, and an experienced non-executive director, to formulate your next steps.

## How will you benefit?

### After attending the course, you will:

- Walk away with practical tools and tips on how to be an effective director
- Understand how a board operates and makes decisions
- Explore the frameworks and theory behind effective director communication
- Meet and network with your peers
- Learn from experienced facilitators who have director experience
- Be involved in a boardroom simulation and practise your director questioning skills in a supported training environment

# How the course will be delivered:

## Face-to-face format

Held over three consecutive days.

- Each module will be facilitated by an experienced practitioner who will guide learning and activities.
- A boardroom dinner will be held at the end of Day 2.
- Day 3 includes a boardroom simulation around a boardroom table.
- Module 4 includes a 'meet a director' session and tips from an executive recruitment specialist on interviews and the selection process — preparation strategies, success factors, current trends.

## Virtual classroom sessions

Held over three or six weeks this includes:

- three 7.5 hour **OR** six 3.5 hour virtual Zoom classes to explore each module
- half day to discuss boardroom dynamics and the importance of formal and informal director interactions
- a virtual boardroom simulation experience
- a conversation with an experienced director on their journey with the opportunity to ask questions
- a session with an executive recruiter exploring practical strategies to position yourself for your first or next board role.

## Module 1 High performing directors and boards

**7**  
CPD  
hours

Understand the issues and challenges faced by a director on a board and find out how you can best prepare for and understand directorship in the current landscape, with the lens firmly on director capability.

Using the Tricker Model as an integrating framework, this module defines corporate governance and outlines how it operates in practice. Explore the boundaries between the board and the executive, the balance between conformance and performance, to ensure the appropriate level of monitoring and supervising of management activity.

### Objectives

- Define corporate governance and outline how it operates in practice.
- Examine the role and core duties of directors and the board.
- Analyse the key attributes of a high-performing board.
- Discuss the link between the board and board performance.

### Topics

- Board and governance foundations
- The practice of corporate governance
- The high performing board
- Practical matters — board meetings and board structure

# Module 2

## Director dynamics



Effective director conduct requires the development of softer skills to make you aware of the types of behaviour you may experience and will need as a director.

Self-awareness of your behaviour and communication styles and the impact of these on your director effectiveness is key.

This module includes a boardroom dinner for the face-to-face courses.

### Objectives

- Discuss board and director effectiveness and how these elements are assessed.
- Apply concepts such as communication progression and the Ladder of Inference to the role of the effective director.
- Recognise the different styles of communication and how these can be used effectively.
- Examine how acquiring information, active listening, asking the right questions, persuasion, influence and negotiation skills can be used to achieve the strategic vision and objectives of the organisation.

### Topics

- Board and director effectiveness
- How directors communicate
- Acquiring information by listening
- Asking the right questions
- Persuasion, influence and negotiation
- Director effectiveness

# Module 3

## Practical skills: The boardroom experience



Take part in a simulated board meeting using a hypothetical case study to put into practice the strategies and techniques you have covered in modules 1 and 2.

The pre-reading will prepare you for this simulation. Guided by an expert facilitator, this experience will enhance your knowledge about effective director communication context, progression and quality. This session will allow you to develop a deeper understanding of how to influence boardroom discussion and raise issues that require elevation for exploration whilst maintaining a professional and respected presence.



The Effective Director Course provided me with an excellent balance of regulatory and governance theory with real life case studies of director behaviour and communication styles, which I can immediately apply to my current director role.

Richard Scott, Director of Geographies, Marketing, Communications and Business Development, Deloitte

View upcoming courses at [governanceinstitute.com.au/Director](https://governanceinstitute.com.au/Director)

# Module 4

## Acquiring a non-executive director role

4  
CPD  
hours

This practical session includes hearing from a practising non-executive director and an executive recruitment specialist. Hear about current trends in director recruitment and appointment. Learn from, and take the opportunity to question an experienced non-executive director about their pathway to success.

### Objectives

- Hear from an experienced director about their journey, insights and practical tips for thriving in the boardroom.
- Understand your director potential.
- Uncover the possible pathways to directorship.
- Appreciate the many dimensions of personal profile development.
- Learn how to position yourself to stand out in the selection process.

### Topics

- The importance of honest self-analysis and communicating personal identity.
- Useful tips and guidance for building effective executive personal and digital presence.
- Where to look and how to find board roles — websites, recruiters and other avenues
- Refining your CV, interviews and the selection process — preparation strategies, success factors, current trends



The Effective Director Course has allowed me to think about why I want to be a director, what kind of director I will be and the impact I can have on the companies I work with. Completing the Effective Director Course has given me the opportunity to equip myself with the necessary skills I need to become an effective director.

Renez Lammon, Assistant Principal, Casuarina Street Independent Primary School

# 2023 Effective Director Course Schedule

Date	Location	Course delivery mode	Price including GST	
<b>Module 1</b> – 15 March 8.30am – 4.30pm <b>Module 2</b> – 22 March 8.30am – 4.30pm <b>Module 3</b> – 29 March 8.30am – 11.00am <b>Module 4</b> – 29 March 12.15pm – 3.15pm	Virtual classroom, live streamed Zoom	Virtual classrooms, one day per week over 3 weeks	Member	\$3,730
<b>Module 2</b> – 22 March 8.30am – 4.30pm <b>Module 3</b> – 29 March 8.30am – 11.00am <b>Module 4</b> – 29 March 12.15pm – 3.15pm	Virtual classroom, live streamed Zoom	Virtual classrooms, one day per week over 3 weeks	Subscriber	\$3,935
<b>Module 3</b> – 29 March 8.30am – 11.00am <b>Module 4</b> – 29 March 12.15pm – 3.15pm	Virtual classroom, live streamed Zoom	Virtual classrooms, one day per week over 3 weeks	Non-member	\$4,265
<b>Module 1</b> – 23 May 8.30am – 4.30pm <b>Module 2</b> – 24 May 8.30am – 7.00pm <b>Module 3</b> – 25 May 9am – 12.30pm <b>Module 4</b> – 25 May 1.30pm – 5.00pm	Melbourne	Face to face over 3 days includes board dinner at end of Day two	Member	\$3,990
<b>Module 2</b> – 24 May 8.30am – 7.00pm <b>Module 3</b> – 25 May 9am – 12.30pm <b>Module 4</b> – 25 May 1.30pm – 5.00pm	Melbourne	Face to face over 3 days includes board dinner at end of Day two	Subscriber	\$4,195
<b>Module 3</b> – 25 May 9am – 12.30pm <b>Module 4</b> – 25 May 1.30pm – 5.00pm	Melbourne	Face to face over 3 days includes board dinner at end of Day two	Non-member	\$4,535
<b>Module 1</b> – 20 June 8.30am – 4.30pm <b>Module 2</b> – 21 June 8.30am – 7.00pm <b>Module 3</b> – 22 June 9am – 12.30pm <b>Module 4</b> – 22 June 1.30pm – 5.00pm	Brisbane	Face to face over 3 days includes board dinner at end of Day two	Member	\$3,990
<b>Module 2</b> – 21 June 8.30am – 7.00pm <b>Module 3</b> – 22 June 9am – 12.30pm <b>Module 4</b> – 22 June 1.30pm – 5.00pm	Brisbane	Face to face over 3 days includes board dinner at end of Day two	Subscriber	\$4,195
<b>Module 3</b> – 22 June 9am – 12.30pm <b>Module 4</b> – 22 June 1.30pm – 5.00pm	Brisbane	Face to face over 3 days includes board dinner at end of Day two	Non-member	\$4,535
<b>Module 1, part 1</b> – 18 July 10.30am – 2.30pm <b>Module 1, part 2</b> – 25 July 10.30am – 2.30pm <b>Module 2, part 1</b> – 1 Aug 10.30am – 2.30pm <b>Module 2, part 2</b> – 8 Aug 10.30am – 2.30pm <b>Module 3</b> – 15 Aug 10.30am – 2.30pm <b>Module 4</b> – 22 Aug 10.30am – 2.30pm	Virtual classroom, live streamed Zoom	Virtual classrooms, half day every Tuesday over 6 weeks. Women-only event	Member	\$3,730
<b>Module 2, part 1</b> – 1 Aug 10.30am – 2.30pm <b>Module 2, part 2</b> – 8 Aug 10.30am – 2.30pm <b>Module 3</b> – 15 Aug 10.30am – 2.30pm <b>Module 4</b> – 22 Aug 10.30am – 2.30pm	Virtual classroom, live streamed Zoom	Virtual classrooms, half day every Tuesday over 6 weeks. Women-only event	Subscriber	\$3,935
<b>Module 3</b> – 15 Aug 10.30am – 2.30pm <b>Module 4</b> – 22 Aug 10.30am – 2.30pm	Virtual classroom, live streamed Zoom	Virtual classrooms, half day every Tuesday over 6 weeks. Women-only event	Non-member	\$4,265
<b>Module 1</b> – 19 Sept 8.30am – 4.30pm <b>Module 2</b> – 20 Sept 8.30am – 7.00pm <b>Module 3</b> – 21 Sept 9am – 12.30pm <b>Module 4</b> – 21 Sept 1.30pm – 5.00pm	Sydney	Face to face over 3 days includes board dinner at end of Day two	Member	\$3,990
<b>Module 2</b> – 20 Sept 8.30am – 7.00pm <b>Module 3</b> – 21 Sept 9am – 12.30pm <b>Module 4</b> – 21 Sept 1.30pm – 5.00pm	Sydney	Face to face over 3 days includes board dinner at end of Day two	Subscriber	\$4,195
<b>Module 3</b> – 21 Sept 9am – 12.30pm <b>Module 4</b> – 21 Sept 1.30pm – 5.00pm	Sydney	Face to face over 3 days includes board dinner at end of Day two	Non-member	\$4,535
<b>Module 1</b> – 10 Oct 8.30am – 4.30pm <b>Module 2</b> – 11 Oct 8.30am – 7.00pm <b>Module 3</b> – 12 Oct 9am – 12.30pm <b>Module 4</b> – 12 Oct 1.30pm – 5.00pm	Perth	Face to face over 3 days includes board dinner at end of Day two	Member	\$3,990
<b>Module 2</b> – 11 Oct 8.30am – 7.00pm <b>Module 3</b> – 12 Oct 9am – 12.30pm <b>Module 4</b> – 12 Oct 1.30pm – 5.00pm	Perth	Face to face over 3 days includes board dinner at end of Day two	Subscriber	\$4,195
<b>Module 3</b> – 12 Oct 9am – 12.30pm <b>Module 4</b> – 12 Oct 1.30pm – 5.00pm	Perth	Face to face over 3 days includes board dinner at end of Day two	Non-member	\$4,535

The course registration fee includes access to eLearn Financial Analysis for Officers and Directors (RRP\$595).

## Become a member and save

You may already be eligible for membership via our professional entry scheme. Apply for membership in advance to receive a discount of \$400 on the course registration.

## For more information

[sales@governanceinstitute.com.au](mailto:sales@governanceinstitute.com.au)

View upcoming courses at [governanceinstitute.com.au/director](https://governanceinstitute.com.au/director)

## Graduation and Membership

On successful completion of the course and the assessment task, you will graduate and become a part of the Effective Director Course alumni and receive nationally recognised postnominals Cert (EDC). Graduates of this course will be eligible to apply for Affiliated membership with Governance Institute and gain the nationally recognised postnominal GIA(Affiliated).

## In-house delivery

We offer Effective Director Course via in-house facilitation — sending the experts to you. Choose the learning experience that suits your organisation. Select stand-alone modules or the whole course.

To discuss this or other in-house options to suit your organisation, email [training@governanceinstitute.com.au](mailto:training@governanceinstitute.com.au) or contact us on **1800 251 849**.