

Corporate Governance Real Results Program

Certificate IV in Governance (BSB40907)

Attention: All Board and Committee Members

Become one of the few Board Members who have the skills and knowledge to Massively assist your organisation...

Being on a board or committee comes with significant responsibilities and roles. Unfortunately most board members simply don't know what is required of them, and even less have the skills to correctly fulfil these roles and responsibilities...a dangerous situation!

We've all seen what this damage can do - loss of trust by community & members; poor organisational performance; damaged reputations; financial mismanagement; legal issues; board closure...

Some say... **"Ignorance is Bliss"**

We say... **"When you are on a Board, Ignorance can cost you your House"**

You don't have to be ignorant...**Finally there is a solution...**



Participating in this down-to-earth, practical, **Certificate IV in Business (Governance)** Course will help you maximise your contribution to your board, and your organisation.

Discover and implement the strategies that will make a REAL difference to your board and how you govern your organisation...

You will know how to ...

- ✓ understand and fulfill your roles and responsibilities
- ✓ understand your financials
- ✓ control the management of the finances
- ✓ use and review your constitution
- ✓ implement business plans
- ✓ develop policies to minimise risk
- ✓ manage meetings
- ✓ manage your assets
- ✓ help your organisation be more business like and successful.



With this training in corporate governance you will be one of the most valuable and powerful Contributor's on your board and be sought after to serve on other boards and committees.

Here's what others have said about Governance Training with Global...

"Excellent. Board members need to be aware of their requirements and responsibilities, and any shortfalls they have. We will now be developing more systems." R. Pattison Mooloolaba Bowls Club

"Great course on board governance and operation. Its so important to have a motivated skilled board." Kellie Nilsson Dawson Catchment Coordinating Association

"Excellent. I now understand the value of financial skills and corporate planning." P. Creighton. Noosa Yacht and Rowing Club

"The training has given us an awareness of the Corporate Governance issues we need to address in our organisation." K. Spinks Southport Leagues Club

Cert IV in Governance

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You will be participating in the following workshops and developing policies for your organisation, thereby allowing it to run smoothly, and reducing many of your risks.

<p>Making Your Corporate governance Easier (2 days) What does Corporate Governance mean for you and your board/committee. A down-to-earth look at this “Hot topic”. Removing the mystery and giving some practical ideas. Investigating your Roles & Responsibilities on serving on a board or being part of a committee Looking at how to run your organisation with a business like approach. A must for ALL Boards and Board Members.</p>	<p>BSBGOV401A Implement Board Member Responsibilities BSBGOV402A Work within organisational structure</p>
<p>Friendly Financials (2 days) One of the key roles and responsibilities of being a Board Member is to oversee the financial aspects of your organisation. Fraud and asset mismanagement is one of the most common undoing of organisations. Board members, who do not understand how to read, prepare and understand the financial reports of your organisation, are being negligent in their duties. This workshop teaches you how to read, understand and prepare financial reports including</p> <ul style="list-style-type: none"> ✓ profit and loss statement ✓ balance sheet, cashflow analysis, break-even analysis ✓ Budgets ✓ Why Key Performance Indicators are an absolute key to your success 	<p>BSBGOV403A Analyse financial reports and budgets BSBATSIM414B Oversee the organisation’s annual budget</p>
<p>Risk management through effective policies, procedures and use of the constitution (1-2 days) This workshop will provide you with a ‘tool-kit’ of information and skills that will help your organisation create the policies, procedures and systems that it requires to minimise your risk and run your organisation. Discover</p> <ul style="list-style-type: none"> ✓ How to set up your Corporate Governance Manual and what to include in it. ✓ Why your Constitution is important; why it may seem irrelevant to you now and ✓ How to read and understand your constitution to match the current operations of your organisation. 	<p>BSBRISK401A Identify risk and apply risk management Processes BSBATSIM504B Develop and implement organisational policies BSBATSIM402B Use the constitution</p>
<p>How to Conduct Effective Board Meetings (1 day) This workshop will provide you with all the knowledge and skills you need to make your meetings more effective and productive! Also, discover how to</p> <ul style="list-style-type: none"> ✓ Maintain and Protect the Culture of the organisation – both yesterday and today ✓ Review the ethical principals that form the foundation of good governance including Conflict of interest, fairness, transparency etc ✓ Develop your organisations Code of Conduct ✓ Identify ways to minimise and Manage Stress for Board members 	<p>BSBADM502B Manage Meetings</p>
<p>Planning for your Organisations Needs (1-2 days) If you fail to plan, then you plan to fail. Your organisation could be heading south big time and you don’t even know it. A hands-on practical workshop looking at how to:</p> <ul style="list-style-type: none"> ✓ determine the planning requirements for your organisation ✓ determine what needs to be included in a business plan, strategic plan ✓ prepare, monitor and review these plans – including financial plan, marketing plan, human resource plan, Key Performance Indicators ✓ use the Business Plan 	<p>BSBSMB404A Undertake small business planning BSBSMB305A Comply with regulatory, taxation and insurance requirements</p>