

OPEN
ENROLMENT
PROGRAM

Company Secretary: Assistant, Adviser or Both?

FACULTY

- Dr Elsa Satkunasingam
- Gillian Ng
- Wong Siew Li

WHO SHOULD ATTEND

- Company Secretaries

www.asb.edu.my/executive-education

Course Fee: RM1,200 before SST



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PROGRAM OVERVIEW

The role of company secretaries has expanded beyond their traditional role. As the link between the board and management, they should be assertive and capitalize on their role as the only person who has access to all aspects of the organization's business.

How can company secretaries obtain the confidence of their board members and become governance advisers instead of just assistants to the Board? How can they gain a 'seat at the table' by adding value to discussions on business strategy, operations and risk management? How can they provide valuable guidance to management about the information that the board requires in order to make informed decisions? How can they assist to improve board dynamics and the relationship between the board and management?

In this workshop, company secretaries will learn how to be proactive and navigate their organizational culture and politics to build strong relationships with board members. They will learn how to capitalize on the insights gained from board papers and board meetings to improve the relationship between the board and management while strengthening their position as an adviser to the board. They will be exposed to future developments especially in the area of ESG risks that could affect the company's business. They will also be provided with information on how to address this with management and the board.

At the end of the program, participants will be able to:

- Understand the role of the modern company secretary
- Understand how to develop strong relations with the board and management
- Develop techniques to enrich the type and quality of information that goes to the board
- Obtain knowledge about new ESG risk areas to advise management and the board

PROGRAM OUTLINE

DAY 1

- Roles and Responsibilities of the Chair, Directors and the Company Secretary
- The Role of the Company Secretary as an advisor and assistant
- Boardroom Dynamics

PROGRAM OUTLINE

DAY 2

- Understanding risks and new risks under ESG
- Empowering Company Secretaries

FACULTY



Dr Elsa Satkunasingam is a Senior Business Development Adviser Corporate Governance at the Iclif Executive Education Center at Asia School of Business. She conducts training programs and carries out research in corporate governance. She was formerly the Deputy General Manager, Corporate Secretariat Division as Perbadanan Insurans Deposit Malaysia (PIDM) specializing in research and training on corporate governance and compliance. She was also the head of the Corporate Governance Department at Bursa Malaysia and was involved in the development of the 2nd edition of the Corporate Governance Guide, the Sustainability Reporting Guide and Toolkits and the AGM Guide for Listed Companies. She also reviewed governance disclosures in annual reports of listed issuers which resulted in each company receiving an individual report of their disclosures and areas for improvement.

She holds a PhD from Monash University and a Master of Laws and Bachelor of Laws from University Malaya. She has published several book chapters and journal articles in the area of corporate governance.



Gillian Ng is Senior Director of Corporate Governance at the Iclif Executive Education Center of the Asian School of Business. She heads the team that is responsible for the running of a whole host of corporate governance programs including the Financial Institutions Directors' Education (FIDE) program, the Mandatory Accreditation Program (MAP), the Money Services Business Directors' Education Program (MDEP) and the Shariah Leaders Education program for shariah committee members of Islamic financial institutions. Gillian is the Lead Faculty for MDEP. She also teaches in the Pathway to a Governance Practitioner Program

namely the Risk Management module and other custom-built programs.

Before that, she was in Bank Negara Malaysia and was in the Prudential Financial Policy Department where the area of work tasked under her was to improve the level of Corporate Governance in the financial sector. She has also had more than 20 years of experience in the area of Statutory and Internal Auditing, Forensic Investigations and setting up Enterprise Risk Management Systems for various Public Listed Companies. Gillian was recently appointed to the National Mirrors Committee (Governance of Organizations Committee) under the ambit of the Governance, Integrity and Anti-Corruption Centre (GIACC) and heads the Secretariat team to the National Special Committee on Corporate Governance (NSCCG) which is the Committee reporting to the Special Committee on Anti-Corruption led by the Prime Minister.

Gillian holds a Bachelor of Arts, majoring in Accounting and Business Administration from the Strathclyde Business School in Glasgow where she was awarded a Best in Class Scholarship. She also completed her Certified Public Accounting (MICPA) exams and was a PWC Silver medallist for the subject of Management Information Systems. In November 2017, Gillian was awarded the FT Non-Executive Director Program (Level 7) Diploma (with a score of 100% for every module).

FACULTY



Wong Siew Li is Director of Corporate Governance at the Iclif Executive Education Center under Asia School of Business. Over the past 10 years, she has played a key role in developing, managing and improving a whole host of corporate governance programs including the Financial Institutions Directors' Education (FIDE) program and the Mandatory Accreditation Program (MAP). During this time, Iclif expanded its range of corporate governance offerings beyond the financial sector to include all sectors of the economy as well as government. In 2021, Iclif delivered close to 70 corporate governance programs for 2,000 participants,

most of whom are directors, on various topics including board performance, ethics and culture, and sustainability.

Prior to Iclif, Siew Li managed the Secretariat for the Institute of Corporate Responsibility Malaysia (ICRM) which was hosted by the Securities Industry Development Corporation under the Securities Commission. ICRM was a key promoter of corporate responsibility among Malaysian corporates and issued the annual StarBiz-ICRM Awards. The organization subsequently merged to become Business Council for Sustainability and Responsibility Malaysia (BCSRM).

Siew Li has vast corporate experience having worked as an auditor (Ernst & Young), equity analyst (RHB) and in training and development (SIDC).

She graduated from the University of Melbourne with a degree in Commerce, majoring in Accounting and Econometrics.

REGISTRATION FORM

Company Secretary: Assistant, Adviser or Both?

FEE: RM1,200 before SST

NAME

DESIGNATION

COMPANY

ADDRESS

CONTACT TEL. NO. (COMPANY)

CONTACT TEL. NO. (PERSONAL)

EMAIL ADDRESS

NAME OF SECRETARY

CONTACT TEL. NO.

EMAIL ADDRESS

PAYMENT

Asia School of Business is registered to charge Service Tax ("SST") for programs conducted in Malaysia under the laws of Malaysia (SST registration no.: W10-1906-32000062).

Payment should be made within **30 days** from the invoice date or in advance of the program date, whichever is sooner. Your place is only secured once payment has been received within this period.

- Cheques should be made payable to **ASB MANAGEMENT SDN BHD- FEES**
- For telegraphic transfer, kindly remit payment to **ASB MANAGEMENT SDN BHD- FEES** account number: **514150439951** at **MALAYAN BANKING BERHAD, JALAN RAJA LAUT BRANCH, 50350 KUALA LUMPUR**

Please send your registration form to fide@asb.edu.my

Please email a copy of the payment receipt to asbfinance@asb.edu.my

TERMS AND CONDITIONS

Terms and conditions apply. Please visit <https://asb.edu.my/terms-conditions-corporate-governance-program> for our terms and conditions and additional information on the program.

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With regards to promotional and marketing materials, would you like to receive news and updates on ASB's services/offers?

Yes No