

No	MODULE	Jan	Feb	Mar	Apr	May	June	Jul.	Aug.	Sep	Oct	Nov	Dec
1	Advanced Certificate in Company Direction (IoDZ ACCD PART 01 – PART 04)		CCD P1 03-05  CCD P2 25-27	ACCD P3 16-19	ACCD P4 6-9	CCD P1 4-6  CCD P2 25-27	ACCD P3 15- 18	ACCD P4 6-9	CCD P2 17-19	ACCD P3 1-3  ACCDP4 21-23	ACCD P3 5-8  CCD P4 26-29		
2	Company / Board Secretaries & Legal Counsel workshop			3-4				2-3			12-13		
3	Grasping the Elements, Principles, Practice and Justification for Corporate Governance.				10			30	31		15		
4	Effective Board, Composition, Structure and Stakeholder Management.			9			09					15	
5	Board role, Director's Duties, Tasks, Rights and Liabilities		12		23		19			4	22		11
6	Board and Committee meetings best Practice and Procedures		14		30		11		21		16		
7	Board and Committee Chairpersons' Responsibilities and Effective Chairing of Boards and Committees		21			1		24				2	09
8	Women on Boards Zim- Start Up Course- Part I		28		17			20		11		19	
9	Women on Boards Zim- Board & Directors' Role- Part II			28		29			7		23		4
10	Applying the Zimbabwe National Code					14		10		30			
11	Applying the Companies and Business Entities Bill.			6					24				
12	Understanding and applying the Public Entities Act				27		25		12		21		
13	Board and Management Roles in Strategic Planning						29			28		20	
14	Board strategic thinking			26		22		31		24			
15	Board Risk oversight, appetite and Business Continuity		20				20		14		9		
16	Corporate Responsibility and Sustainability		18		17	21			1				
17	Director entrepreneurial leadership			20			5						
18	Alternative Dispute Resolution			31			30		8		30		
19	Finance for non- finance Board Members					11-13			3-5			5-6	

**IODZ 2020 DIRECTOR DEVELOPMENT AND TRAINING WORKSHOPS AND SEMINARS**

**1. COURSES covered in each of the FOUR PARTS OF COMPANY DIRECTION.**

<b><u>PART ONE</u></b>	<b><u>PART TWO</u></b>	<b><u>PART THREE</u></b>	<b><u>PART FOUR</u></b>
1. Introduction to and the Justification Trust and Practice of C. Governance 2. Effective Board, Composition, Structure and Stakeholder Management 3. Board role, Director's Duties and Liabilities. 4. Developing a case study.	5-6. Board practices and Board Procedures for Board and Committee meetings. 7. Effective chairing of Boards and committees. 8. National Code on Corporate Governance and Compliance.	9. The Board Strategic Thinking. 10. Business Leadership Excellence. 11. Alternative Dispute Resolution. 12. Corporate Responsibility and Strategic Leadership.	13. Financial Oversight 14-16. Corporate Finance, The control environment, Financial Reporting 17. Presentation of Case Studies

**2. WHO CAN ATTEND**

**Chairpersons & Vice Chairpersons of Boards and Committees.**

**Non-Executive Directors, CEOs, Executive Directors and Managers, Directors and Executives of MBOs and NGOs, Company Secretaries, Legal and Corporate Executives, HR Managers, Heads of Internal and External Audit, Risk Managers from both PRIVATE and PUBLIC SECTORS.**

**3. FEES for WORKSHOPS HELD IN HARARE**

**ONE DAY WORKSHOP: MEMBERS (TBA)**

**NON-MEMBERS (TBA)**

**TWO DAY WORKSHOP: MEMBERS (TBA)**

**NON-MEMBERS (TBA)**

**4. CERTIFICATE/ADVANCED CERTIFICATE IN COMPANY DIRECTION**

**EACH OF PART ONE & TWO (3 Days each)**

**MEMBERS (TBA)**

**NON-MEMBERS (TBA)**

**EACH OF PART THREE & FOUR (4 Days each).**

**MEMBERS (TBA)**

**NON-MEMBERS (TBA)**

**5. PAYMENT: Cash/swipe at IoDZ offices: Celestial Park, Unit E, Block1, First Floor, Borrowdale, Harare.**

**OR –First Capital Bank: - Account name: Institute of Directors, Branch: Kurima House, Acc/ No.: 2133-1000345.**

Send proof of payment to [accounts@iodz.co.zw](mailto:accounts@iodz.co.zw) cc: [trainingexec@iodz.co.zw](mailto:trainingexec@iodz.co.zw)

**MORE INFORMATION ON IoDZ SERVICES:**

> <b>OPEN TRAINING WORKSHOPS AND SEMINARS</b> <ul style="list-style-type: none"> <li>• Director Training Workshops and Seminars- see Calendar</li> <li>• Accelerated Training Programme (14Dayson Block Release)</li> </ul>	> <b>CONSULTANCY SERVICES</b> <ul style="list-style-type: none"> <li>• Advisory Services on Corporate Governance</li> <li>• Board Evaluation</li> <li>• Formulation of Board Instruments (Board Charter, Code of Conduct and Code of Ethics.)</li> <li>• Strategic Planning <u>AND</u> Board Work Plan</li> <li>• Facilitation of Strategic planning&amp;Director Placement.</li> </ul>
> <b>IN-HOUSE TRAINING WORKSHOPS</b> <ul style="list-style-type: none"> <li>• Board Induction</li> <li>• Director Training on client selected IoDZ Courses</li> <li>• Director Development on aspects identified by client</li> </ul>	

**Contact: Training, Research and Development Executive, on Celestial Park, Unit E, Block1, First Floor, Borrowdale, Harare**

**Tel: - 0242-885071/2 or DL: - 0242 885 080 E-mail: [trainingexec@iodz.co.zw](mailto:trainingexec@iodz.co.zw) or [iodz@iodz.co.zw](mailto:iodz@iodz.co.zw) Website: [www.iodz.co.zw](http://www.iodz.co.zw)**