



# Elevate your performance

Company Directors Course™



# Elevate your performance

An opportunity to enhance your directorship knowledge and meet like-minded peers

As the business landscape evolves, so too does the role of the company director. Faced with constantly changing duties and responsibilities, today's director needs to keep up-to-date with the latest developments in governance to manage both their own and their organisation's performance. Not only does ongoing professional development ensure currency and relevance, it also serves to stimulate critical thinking.

The *Company Directors Course* is designed to help you develop your skills as a director and further your director career as well as strengthen your understanding of the principals and practices of good governance. This dynamic and well-recognised course will equip you with thorough knowledge of the responsibilities of directors and board members.

Established in 1975, our flagship course is updated annually to ensure it remains current, relevant and reflective of good practice. It also provides outstanding networking opportunities across a wide variety of industries and sectors. With more than 35,000 past participants, our *Company Directors Course* is one of the most established director programs in the world and has played a vital role in founding director knowledge and governance standards in Australia.

## Is this course right for you?

The *Company Directors Course* is designed for those wishing to further their directorship skills and knowledge. Participants include new and experienced practicing directors, from publicly listed, private, government and not-for-profit organisations.

We also have international, Indigenous, university and public sector versions of the course to meet your specific needs. Enquire to find out more about these variations.

“The course sharpened my awareness of the key aspects of director duties and responsibilities.

It was particularly useful in preparing for a transition from executive life to NED roles.”

**Gary Bailey**

*Company Directors Course participant*

### How will you benefit?

The *Company Directors Course* provides you with a comprehensive coverage of the major issues associated with your role as a director in today's business environment and equips you with skills and knowledge to take your practice of directorship to new heights.

Upon completion of this course, participants should be able to:

- Outline the duties and practices of directorship and the boards functions and responsibilities.
- Analyse the responsibilities and functions of directors and officers considering the key questions directors should ask about their legal environment and its impact on board decision-making.
- Examine the board's roles in developing a culture that is appropriate for the risk appetite/ tolerance of the organisation and the board's role in developing and executing strategy.
- Develop financial literacy and examine the board's role in driving organisational performance.
- Examine effective decision-making, board dynamics, the impact of individual and collective performance and how a constructive board culture can create value for an organisation.
- Apply the course learning through experiential learning activities.

### What can you expect?

Delivered in a variety of formats, you have the choice between five days of facilitated learning or independent, self-paced study. The course will develop your director skills by exploring the director's role and responsibilities. Updated annually to ensure relevancy for today's and tomorrow's directors, you will embark on a well-known curriculum that is written and reviewed by practising directors. You will undertake interactive working sessions through relevant case studies, brought to life with media assets to apply and reinforce your knowledge.

### Who delivers the course?

Each course draws upon a variety of facilitators. Our facilitators are selected based on their in-depth knowledge of the subject, together with experience of board environments, as well as their ability to engage and connect with participants.

# Overview

## What will you learn?

DAY 1	<b>Governance and the Practice of Directorship</b> Outlines the duties and practices of directorship and the boards functions and responsibilities.
DAY 2	<b>The Legal Environment</b> Focuses on the responsibilities and functions of directors and officers and considers the changing legal environment and its impact on board decision making.
DAY 3	<b>Risk and Strategy</b> Examines the board's role in developing a culture that is appropriate for the risk appetite/ tolerance of the organisation and the board's roles in developing and executing strategy.
DAY 4	<b>Financial Literacy and Performance</b> Focuses on financial literacy for directors and examines the boards' role in driving organisational performance.
DAY 5	<b>Achieving Board Effectiveness</b> Examines effective decision-making, board dynamics, the impact of individual and collective performance and how a constructive board culture can create value for an organisation. Applies course learning through an experiential learning activity.



### Additional eLearning courses

You will also receive complimentary access to the *Interpreting Financial Statements* and *The Director Mindset* eLearning courses.

# Learning formats

The *Company Directors Course* is delivered in a variety of formats to suit your individual circumstances

## In-classroom facilitated sessions

Face-to-face facilitated sessions are offered in a variety of formats, including:

- Five full days (consecutive or over two weeks)
- One day per week for five weeks

Face-to-face facilitated sessions provide an intimate learning environment filled with inter-personal connections and networking.

This format is best suited to those who value closely working and socialising with peers face-to-face and who learn best in a classroom-style learning environment.

Prior to the facilitated sessions there is six weeks pre-reading time for participants to review the course materials.

## Residential format

The residential delivery of the *Company Directors Course* provides an opportunity to engage in dynamic learning and professional development, away from the distractions of daily life. Facilitated by nationally sourced facilitators, the course is held at specially selected venues over a five-day period.

## In-house

Our in-house *Company Directors Course* is delivered by expert facilitators face-to-face in the confidential surrounding of your own boardroom or venue of your choice.

Over five days, your board or executive, can learn together in a collaborative environment.

## International

Our *International Company Directors Course* provides an in-depth examination into the role and responsibilities of a director operating in a global context.

### *Company Directors Course Online*

The *Company Directors Course Online* blends the best of online learning with a support model that engages participants with their peers and expert facilitators. Featuring five days of virtual classrooms spread over five weeks, the course also includes:

- Integrated pre-reading time, including two weeks pre-reading time prior to the first virtual classroom, and a week between each day of live learning.
- An introductory Faculty Lead session prior to the first virtual classroom to introduce your facilitators, peers, and the teaching approach of the course.
- Interactive virtual classroom sessions\* spread one day a week over five weeks, which include discussion-based group work, online activities and case study analysis.
- A Meet the Director session after the virtual classrooms to help embed learning and apply theory to the current governance agenda.
- The support of a Learning Support Executive who will facilitate progress through the course, and support throughout the assessment period.

\*A reliable internet connection (4mbs), microphone and webcam are required to complete the course.

### *Company Directors Course Self-paced*

The Self-paced format provides flexibility for learners who prefer to determine their own study schedule. Participants studying in this format can manage their own learning and benefit from the ability to progress through the materials independently, and in their own time. Although this is a self-driven learning approach, you are not alone. Those that select this option will find that they are supported through a series of videos, discussion forum with peers, and the opportunity to connect with an online dedicated tutor.

Participants enrolled in the self-paced format have six months to complete the course and assessment.

Participants have access to the AICD's learning portal, MyLearning which contains useful resources such as electronic course materials, webinars and preparatory eLearning courses.

Hard copy notes will also be sent to participants.

Participants in all formats of the *Company Directors Course* are strongly encouraged to undertake the course assessment. Those who successfully complete and can demonstrate a track record of governance may qualify for the GAICD post nominal – the defacto director requirement in Australia.



# Preparation, assessment & awards

## What preparation is required?

Course materials are sent to you prior to the commencement of the pre-reading period of your course. Pre-reading periods are below.

Face-to-Face sessions: six weeks prior to your first day of classroom learning

*Company Directors Course Online:* two weeks prior to your first virtual classroom.

*Company Directors Course Self-paced:* Pre-reading does not apply. Materials are sent prior to your course commencement date.

In addition to the hard copy materials, soft copies and eLearning materials are accessible via MyLearning the AICD Learning Management System.

Pre-reading is estimated at 60-80 hours and the facilitated sessions are designed with the understanding that all participants have completed the reading prior to attending. Materials become valuable reference documents during the course, in preparation for the assessment and throughout the coming years as a director.



### Assessment

The assessment is comprised of three tasks: quiz, exam and assignment. All three tasks must be successfully completed with a pass mark of 65 per cent to achieve the *Company Directors Course* award.

### Timeline

All assessment tasks, including any required re-sits, must be completed within three months of the last day of the course attended. For Self-paced participants, the assessment period is six months from receiving the course materials.

Task	Requirement
Multiple choice quiz	<ul style="list-style-type: none"> <li>• 20 questions</li> <li>• 60 minutes</li> </ul>
Long answer examination	<ul style="list-style-type: none"> <li>• Four questions</li> <li>• 105 minutes</li> </ul>
Assignment	<ul style="list-style-type: none"> <li>• Multipart report of 3,000 words (+/-10 per cent)</li> <li>• Based on one of two case studies provided</li> </ul>
Submission timing	<ul style="list-style-type: none"> <li>• All assessment tasks must be completed within three months from the course attendance date.</li> <li>• For self-paced participants the assessment timeframe has been built into the six-month course duration.</li> </ul>
Grades	<ul style="list-style-type: none"> <li>• A result of 65 per cent or above is required for each task.</li> <li>• One resit is available per task. Refer to the Participant Assessment Information booklet for fee details.</li> <li>• Results are reported as a grade:               <ul style="list-style-type: none"> <li>- Pass: minimum of 65 per cent was achieved</li> <li>- Pass with Order of Merit: a result on or over 80 per cent on each task on the first attempt</li> <li>- Resit: a result of less than 65 per cent was achieved and a resit is required</li> <li>- Not successful: a result of less than 65 per cent was achieved on the resit attempt</li> </ul> </li> </ul>

### How many Director Professional Development units will you earn?

Attendance at a minimum\* of four out of five days of the course will earn you 50 DPD units. If you successfully complete the assessments, you will also earn a further 10 DPD units.

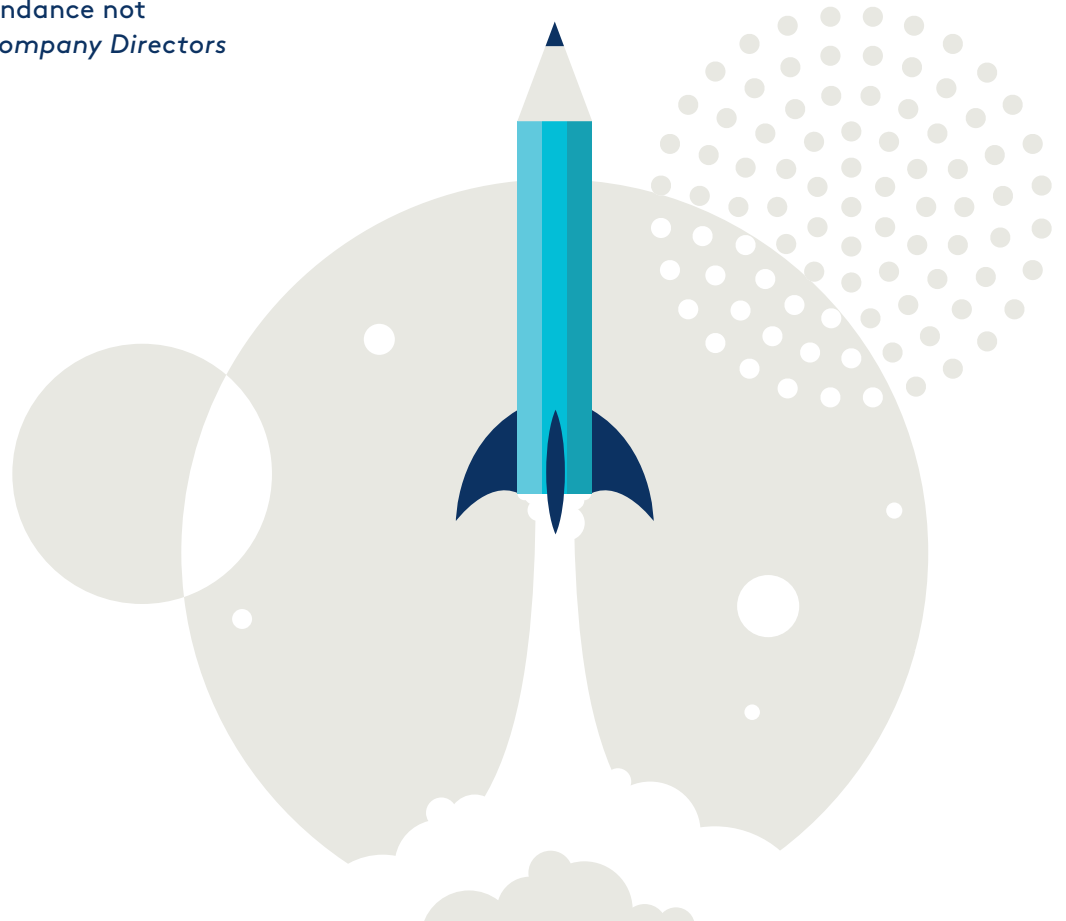
Forming part of the **Core** in the *Company Directors Corporate Governance Framework™*, this course will provide you with overarching learning in all the critical elements of directorship.

**Note:** Participants that successfully complete the assessment requirements and can demonstrate a track record of governance may qualify for the GAICD post nominal – the defacto director requirement in Australia.

\*Minimum attendance not applicable to *Company Directors Course Online*.

### Is the *Company Directors Course Award* recognised by universities?

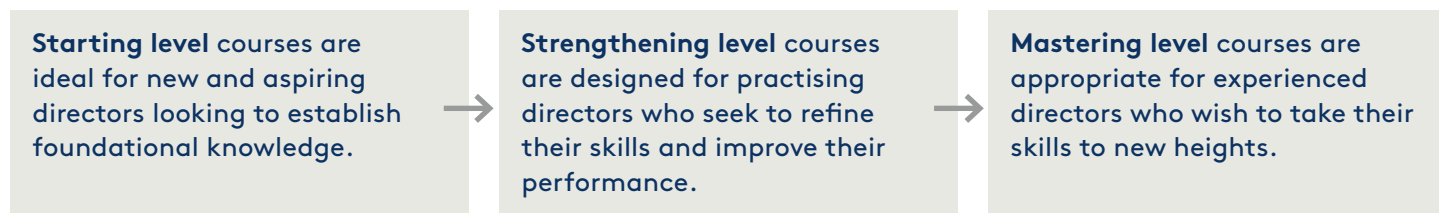
Eighteen Australian universities recognise the AICD's *Company Directors Course* and provide credit transfer for enrolled candidates who have successfully passed the *Company Directors Course* assessment. Further information can be found via the **AICD website**.



# Your pathway

## Professional development pathway

We have a range of offerings designed to meet your development needs at each stage of your director journey. The diagram below illustrates where this course fits within our wider education portfolio and can be used to help you create a personalised development pathway that meets your director aspirations.



### Company Directors Course

This course is at strengthening level, making it ideal for those who want to develop their knowledge of the performance as well as the compliance issues of directorship and those wanting to develop and grow their directorships. Forming part of the Core in the Company Directors Corporate Governance Framework, this course will provide you with overarching learning in all the critical elements of directorship.





For more information or to enrol please contact

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