

Company Directors Course

Comprehensive and Credible



Meeting the challenge of directorship
Australia's pre-eminent course for directors



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and
Credible

Company Directors Course (CDC)

Learn what it takes to contribute to organisation governance and gain a thorough knowledge of the role and duties of a board member.

Originating in 1975, its comprehensive materials, dynamic style of delivery and compact format have made it one of the most successful programs of its kind and the 20,000 people who have undertaken the course are evidence of its success.

Overview

The CDC is a comprehensive course of ten modules developed for directors by directors. The course covers all aspects of a director's role within the Australian context.

The course is designed for those who want to understand the issues of directorship and those who want to develop and grow their directorships.

The CDC is updated annually to ensure currency and good practice. Participants are required to prepare for sessions in advance by reading the materials. All sessions are facilitated by practising directors. At the conclusion of this course, participants will receive the Company Directors Course Diploma if they successfully complete the assessments.



“The CDC should be compulsory. I have been on several boards over the past five years and this has put everything that I’ve had to slowly learn ‘on the job’ into perspective. It exceeded my expectations.”

**Beth Mathison, Managing Director,
Centaur Business Networks**

Your questions about the course answered

Why the CDC?

In an environment that is dynamic and fast moving, ignorance can be expensive.

The CDC will equip you with the knowledge needed to understand your role, and the compliance and performance issues for your board, no matter where your operations.

It will lead beyond compliance to a better understanding of the governance expectations and the ethical considerations for businesses that aim for success.

The CDC delivers extensive knowledge and tools, which assist you to:

- better understand governance expectations and ethical considerations
- build a better board and streamline board processes
- monitor an organisation's financial performance and risk management
- examine the responsibilities of directors and their fiduciary duties and compliance roles
- identify the board's contribution to organisational performance and strategy development and execution
- review frameworks for board decision making
- apply knowledge into practice

Who attends?

Fellow participants will range from non-executive directors, executive directors, CEOs and other C-level executive to senior managers reporting to a board. Participants are board members and officers drawn from a range of organisations – not-for-profit organisations, private companies, public companies, public sector and local government.

What is the CDC?

Key features are:

- coverage of all the major issues associated with a director's role
- currency and relevance to practising directors
- facilitation by directors
- networking opportunities with peers from across a range of industries
- recognition in the director community in Australia
- accompanying course notes that are essential reference materials
- use of case studies to enhance learning
- assessment preparation booklet to improve chances of success in the examination and the assignment
- advanced standing towards an MBA at a number of universities across Australia

What will I take away?

Most participants consider the following two key attributes to be the most significant take-aways:

- knowledge of the board and a director's role
- expanded network

You will also be provided with comprehensive course materials for later use as a reference. Checklists and other useful tools are included in the materials.

The Company Directors Course Diploma and the GAICD post nominals (for members of the AICD) are evidence of your knowledge and analytical ability at director level.

“A very valuable course. I thought the structure and content was excellent and I commend the presenters, they were without exception, fantastic.”

Kevin MacKinnon, CEO, Denver Technology



For directors by directors

Who facilitates the CDC?

Every course uses a variety of facilitators, all of whom have experience as a director and are selected based on their specialist knowledge and facilitation skills.

AICD ensures high standards of facilitators, course quality and service delivery through a thorough quality assurance process.

What is the time commitment?

The facilitated course is 10 x three hour sessions plus breaks.

Total time commitment including pre-reading (20-30 hours), course attendance (30 hours) and assessment (50-60 hours) is approximately 110 hours.

How many in a course?

Course sizes are capped to allow for maximum interaction. Small group work activities encourage peer to peer collaboration.

Must I do the assessment?

Not every participant chooses to undertake assessment. However, in order to be awarded the Company Directors Course Diploma and the ability to use the GAICD post nominals (for members of the AICD) participants are required to successfully complete the examination and assignment. If you wish to use the CDC to articulate to an MBA program, you will need to complete the assessment tasks.

“A really good program - I feel infinitely better equipped to act as a director!”

Shaun Duffy, Executive Director, Patersons Capital Partners



Where are facilitated courses held?

Courses are held in city hotels or comparable conference facilities while the national residential is held at specially selected venues throughout Australia.

The CDC is delivered in a variety of formats across Australia:

- National residential program
- Five full consecutive days
- One full day each week for 5 weeks
- Weekend program
- One session each week for 10 weeks (mornings or evenings)
- In-Boardroom (whole board development)
- Correspondence program

What is my investment?

Fees vary according to delivery format but include comprehensive course materials, facilitation by directors (for face to face sessions) and marking of one examination and one assignment.

Course dates and fees

Courses are held throughout the year in capital cities and large regional areas around Australia.

Information about dates, locations, fees and registration is available from your State Office or by visiting our website.

Contact your local State Office to discuss the course and / or In-Boardroom opportunities to determine the most appropriate solution for you or your organisation.

www.companydirectors.com.au

Modules

Module

1

The Role of the Board and the Practice of Directorship

The first module of the course is designed to introduce the concept of corporate governance and to clarify a board's role and functions.

Module

2

Directors' Duties and Responsibilities

The principal focus is the Corporations Act 2001, however the duties and responsibilities of directors in all types of organisations are discussed.

Module

3

Risk: Issues for Boards

Examines the board's role in developing a risk culture appropriate to the business and overseeing risk management.

Module

4

Strategy: the Board's Role

This module focuses on examining the board's role in the development of strategy and examines the critical issues boards should expect management to develop. It looks at the importance of aligning culture to achievement of strategy.

Module

5

Financial Literacy for Directors

Review of the major financial statements and trends from a director's perspective. A discussion of the audit process including external and internal audits. Audit committees are also included in this module.

Module

6

Driving Financial Performance

This module is designed to increase directors' knowledge and skills in assessing financial statements through using ratios, identifying insolvency and linking financial performance to future strategy.

Module

7

The Board's Legal Environment

The emphasis of this module is the compliance role of the board in relation to legal issues. Areas of the law covered, as they relate to boards and directors are: contracts, intellectual property, trade practices, privacy, occupational health and safety, environmental and anti-discrimination.

Module

8

Decision Making

This module addresses the individual and group decision making process. The factors impacting the making of decisions including culture, ethics and risk appetite as well as decision biases are examined. Tools to assist group decision making are presented.

Module

9

Achieving Board Effectiveness

This module considers how the board adds value to the organisation; board relationships — within the board and outside, especially with the CEO; board reviews — models and approaches for boards and directors; and the competencies of directors in the context of the board and company requirements.

Module

10

Learning into Practice

This module uses a case study to consolidate learning of previous modules, encouraging practical application.

A case study applying to all modules assists the integration of learning.



Meeting the challenge of directorship

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