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# e-Learning

## *Click into place*

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Making the most of focused and flexible access to knowledge

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## Australian Institute of Company Directors

### Introduction

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## Setting the course on the right path

### *The importance of professional development*

As the business landscape evolves, so too does the role of a company director.

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

### **Our education program**

As Australia's pre-eminent organisation for directors, we offer leading education programs to advance the skills and knowledge of directors, chairmen and senior executives.

From those seeking to become directors right through to highly experienced directors, we offer a comprehensive range of education programs and short courses to suit every level of director experience.

Each course forms part of our overall learning pathway, offering you the opportunity to follow a step-by-step progression throughout the different stages of your directorship career.

Refer to the diagram on page 4 and 5 for an explanation of our Professional Development Framework.

### *About us*

We provide education, information and advocacy for company directors Australia wide, with offices in each state to cater for 29,000 members. Our members work in diverse corporations such as small-to-medium enterprises, the ASX200 corporations, public sector organisations, not-for-profit companies, large private companies and smaller private family concerns.

As a member you benefit from access to valuable professional support, strategic briefings, quality professional development and a range of connections designed to enhance your directorship path and the effectiveness of your board.



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## Professional Development Framework

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We are committed to providing professional development for directors and boards of all levels and experience. By identifying your level of experience, according to four learning levels, the Professional Development Framework acts as a guide to assist in determining which program(s) or course(s) suit your current needs and future goals.

### Learning Level

### Programs

#### Awareness

For senior executives and managers reporting to a board, aspiring and new directors, AAICD members, and those looking to establish a base level of governance knowledge.

#### Foundations of Directorship

- Strategy & Risk
- Governance
- Finance



#### Aspiring

For directors with 1–3 years experience, MAICD members, these courses and programs assume a base-level knowledge of governance and focus on the application of directorship skills.

#### Company Directors Course



#### International Company Directors Course



#### Experienced

For directors with 3–5 years experience, MAICD/GAICD members, these courses reflect the need for experienced directors to update their knowledge on their duties and responsibilities and specific topics.

#### Company Directors Course Update



#### Advanced

For directors with 5+ years experience, FAICD/FAICD Life Members, these courses provide highly experienced directors with an opportunity to further develop their knowledge on their duties and responsibilities and specific topics.

#### Mastering the Boardroom



current as at February 2011

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## Short Courses

### e-Learning

- Reporting to the Board
- The Role of the Board
- The Role of the Director

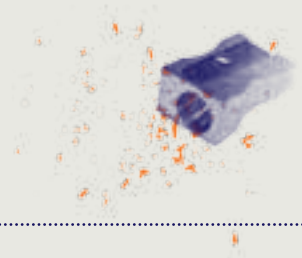
- Effective Board Meetings
- Interpreting Company Financial Statements

- Conflicts of Interest
- Governance in Action



### In-Focus

- Reporting to the Board



- The Board and the Company Secretary
- Committees at work
- Developing your Director Career
- The Managing Director
- The Not-for-Profit Board
- The Board and the CEO

- The Board's Role in Mergers and Acquisitions
- Capital Raising
- Leadership in the Boardroom
- The Strategic Board

- Boosting Investor Relations
- The Chairman
- Evaluating the Board
- The Listed Company Director
- Risk Analysis, Investigation and Oversight
- Strengthening Financial Governance

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# e-Learning Courses

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Access to knowledge on your terms – anytime and anywhere

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## e-Learning Courses

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### Courses

#### *e-Learning courses overview*

Our e-Learning portfolio features a number of online courses designed to help you undertake your professional development at a time that best suits you.

Offering ultimate convenience and flexibility, our e-Learning courses are easy to navigate. They provide an efficient way to enhance your knowledge of key directorship issues.

Each course is accompanied by printable course notes and a range of online tools and resources.

#### **The e-Learning portfolio consists of the following courses:**

- Reporting to the Board
- The Role of the Board
- The Role of the Director
- Effective Board Meetings
- Interpreting Company Financial Statements
- Conflicts of Interest
- Governance in Action
- Managing your Superannuation Fund

#### *Who is e-Learning for?*

The e-Learning portfolio is for directors, board members, CEOs and senior executives from publicly listed, private, government and not-for-profit organisations, who are seeking a flexible and convenient way to further their knowledge of specific directorship topics.

#### *What is the time commitment?*

Each e-Learning course involves approximately one - two hours of focused online learning which can be accessed 24 hours a day, seven days a week. Once registered, your access to a course is open for four weeks. During this time you may log in to the course as frequently as desired. The course does not need to be completed in one sitting.

#### *Course fees and registration*

For more information on course fees and registration, contact your local division office or visit [companydirectors.com.au/e-learning](http://companydirectors.com.au/e-learning)

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## e-Learning Courses

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### Reporting to the Board

Reporting to the Board provides you with a comprehensive overview of the reporting process to and from the board, including the tools and strategies you need to receive and deliver accurate, timely and complete reports. Learn how to establish efficient reporting frameworks within the organisation, including how to consolidate the different sources of information available to you.

#### How will I benefit?

Upon completion of Reporting to the Board, you will be able to:

- Establish reporting frameworks to improve the flow of information to and from the board.
- Assess and streamline current reporting processes.
- Know the legal issues surrounding reporting to key stakeholders.
- Implement effective reports and reporting channels.
- Recognise the relationship between performance and quality of information received.
- Identify and consolidate the various sources of information available to you.

**Please note: This course is also available as a face-to-face option in selected locations as a part of our In-Focus course range.**

**Learning level: Awareness**

### The Role of the Board

The Role of the Board provides a detailed analysis of the board's duties and responsibilities in today's business environment. The course will heighten your knowledge of key board issues such as the purpose of boards, how to effectively administer corporate governance and the challenges involved in balancing performance and compliance.

This course examines the critical relationships between the board, CEO and senior management, including how the quality of these relationships impacts the overall performance of the organisation.

#### How will I benefit?

Upon completion of The Role of the Board, you will be able to:

- Identify key duties and responsibilities of the board.
- Recognise the role of the board in balancing performance and compliance.
- Appreciate the crucial relationships between the board, CEO and senior management.
- Evaluate, monitor and improve board performance.
- Implement and manage effective board processes

**Learning level: Awareness**

### The Role of the Director

The Role of the Director provides an in-depth overview of the key duties and responsibilities of directors. The course examines the director's position within the organisation including how relationships with the CEO and senior management can be managed and fostered to drive sustained organisational success.

This course addresses the principal rights and obligations of directors, as well as the legal consequences of non-compliance and breach of duty.

#### How will I benefit?

Upon completion of The Role of the Director, you will be able to:

- Identify the key duties and responsibilities of directors.
- Appreciate the rights and obligations of directors.
- Know the legal consequences of breaching your duty as a director.
- Analyse and improve your directorship performance and that of the organisation.

**Learning level: Awareness**

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## e-Learning Courses

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### *Effective Board Meetings*

Effective Board Meetings is for directors seeking further guidance on how to prepare for and contribute to effective board meetings. The course outlines the processes behind successful board meetings, including the necessary steps to be taken before, during and after a meeting.

This course provides practical information and strategies to help improve both your own and the board's overall performance.

#### **How will I benefit?**

Upon completion of Effective Board Meetings, you will be able to:

- Prepare for successful board meetings.
- Participate effectively in the boardroom.
- Identify processes and structures behind an effective board.
- Assess the steps required before, during and after a board meeting.
- Implement key board meeting protocols.

**Please note: It is assumed that participants have a basic knowledge of board meeting procedures.**

**Learning level: Aspiring**

### *Interpreting Company Financial Statements*

Interpreting Company Financial Statements provides an overview of the director's role in assessing and maintaining the financial integrity of the organisation.

Specifically, this course equips you with the skills and knowledge to accurately interpret the three main financial statements (Balance Sheet, Income Statement and Cash Flow Statement), increasing your confidence to make informed and prudent financial decisions.

The course examines how to establish the right frameworks within the organisation to ensure the information you receive as a director is clear, accurate and timely.

#### **How will I benefit?**

Upon completion of Interpreting Company Financial Statements, you will be able to:

- Recognise tools and resources available to help you interpret financial statements.
- Identify three main types of financial statements and their relationship to each other.
- Assess financial trends and ratios.
- Identify early warning signs of insolvency.
- Establish frameworks to ensure the board receives the right financial information.
- Identify questions to ask when assessing the organisation's financial performance.

**Please note: It is assumed that participants have a basic knowledge of financial statements.**

This course is also useful in preparation for the Company Directors Course exam.

**Learning level: Aspiring**

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## e-Learning Courses

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### *Conflicts of Interest*

Conflicts of Interest offers you insights into the potential conflicts of interest faced by individual directors and the board as a whole. You'll identify the factors that constitute a conflict of interest, plus the ways to manage and monitor this conflict on an ongoing basis.

The course examines the mechanisms and frameworks available to the board of directors in assessing and dealing with conflicts of interest.

#### **How will I benefit?**

Upon completion of Conflicts of Interest, you will be able to:

- Identify potential conflicts of interest.
- Appreciate strategies and frameworks available to you when addressing conflicts of interest.
- Identify the role of the director and the board in managing conflicts of interest.
- Assess the legal ramifications of failing to address conflicts of interest.

**Learning level: Experienced**

### *Governance in Action*

Governance in Action offers key insights into the inner workings of the board of directors. Analyse the composition of boards, the processes that dictate their effectiveness and the structures and frameworks necessary for strong board performance.

This course highlights the board's role in the organisation and how their interaction with the CEO is crucial for the ongoing success of the organisation.

#### **How will I benefit?**

Upon completion of Governance in Action, you will be able to:

- Identify and deliver effective corporate governance.
- Implement frameworks needed to maximise the effectiveness of board meetings.
- Assess appropriate composition of the board.
- Evaluate and improve board performance.
- Appreciate the importance of a strong relationship between the board and the CEO.

**Learning level: Experienced**

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## e-Learning Courses

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### *Managing your Superannuation Fund*

Managing your Superannuation Fund provides information and a one-stop shop for directors who self-manage their superannuation funds, or those who are considering establishing a self-managed superannuation fund.

The course will assist directors to understand the regulatory framework that governs the superannuation environment, taxation requirements, ongoing administration considerations, contributions and more.

#### **How will I benefit?**

Upon completion of Managing your Superannuation Fund, you will be able to:

- Know the regulatory environment and framework that govern self-managed superannuation funds.
- Evaluate the structure of a self-managed superannuation fund.
- Assess how you can effectively make contributions for maximum benefit.
- Identify the administration required in managing your own superannuation.

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# e-Learning

## *Live Online Webinars*

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Interactive online learning

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## **e-Learning Live Online Webinars**

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### **Live Online Webinars**

#### *Individual development*

Our live online sessions (also known as webinars) provide directors located anywhere in Australia and the world with the opportunity to access expert knowledge on specific topics. These live web presentations happen in real time and are facilitated by practicing directors with specific expertise in the topic.

#### **Sessions offer the opportunity to:**

- Hear from practicing directors who speak on specific topics.
- Access the session from any location (with a computer that has internet access and headphones or speakers).
- Have questions and comments addressed live through an interactive chat function.
- Attend sessions which are short (1 to 2 hours), sharp and straight to the point.

All registered participants are also able to access a recording of the webinar.

#### **A number of topics will be featured, including:**

- Finance - signing off accounts
- Superannuation
- Essential Director Update
- Governance essentials for directors (Not-for-Profit, Small-Medium Enterprises and Public Sector).

For our upcoming schedule of Live Online Webinars, refer to our website: [companydirectors.com.au/e-Learning](https://companydirectors.com.au/e-Learning)





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## Australian Institute of Company Directors

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