

If you are responsible for producing or overseeing Board Reports, this focused workshop will equip you with practical tools and approaches to produce reports which are meaningful, accessible and help support informed outcomes in the Board Room.



Board Reporting

Practical Approaches for FCA and dual regulated Firms

9.30am to 4.30pm | 3 December 2019 | City of London

Attending will help you:

- Review the scope of your board reports and MI and **avoid information overload or gaps**
- **Enhance the structure, style and value of your reports** to make them more concise, targeted and easier to digest
- Better understand and **reflect Board issues, priorities and decision-making style** in your reports
- **Manage differing stakeholder views** with balance and clarity
- Examine real world **examples of Board Reports**, good and bad
- **Explore presentation techniques** within a supportive learning environment
- **Reduce the reporting burden** on your senior management colleagues – and yourself



CTP.

For more information
Email:
emmabond@ctp.uk.com
Visit:
www.ctp.uk.com/board
Tel:
0330 303 9779

Outline & Objectives

The Boards of financial institutions are under increasing pressure to respond to difficult questions about how they provide oversight over business models, risk-taking, strategy and long-term business sustainability.

A major challenge for all firms is to provide the Board with the Management Information needed to address key risks to the business and ensure the decisions made are properly informed and transparent.

This practical course provides a safe environment in which to assess your approach to board reporting, practise new techniques and take away ideas to bring about immediate improvement.

"Really enjoyed the course and Vivienne was very engaging with vast background knowledge."

Prudential

Who will benefit?

This focused course will be of value to anyone responsible for producing, compiling or overseeing board packs and reports. This is likely to include Senior Management Team, **Company Secretaries**, as well as heads of **Risk, Compliance and Audit**, and individuals who compile reports for the senior management team.

Training Approach

This workshop is designed to be participative. The agenda will combine key formal presentations, case studies and syndicate discussion sessions. There will be ample opportunity for delegates to benchmark experiences with industry peers and raise issues of most concern to their organisation, either confidentially or in open session.

Course Presenter

Vivienne Bannigan

Vivienne has over 17 years' experience in the financial services sector, encompassing policy, operations, compliance and stakeholder and project management roles in leading industry institutions, including the FSA, Royal Bank of Scotland and the BBA. Vivienne helps organisations and individuals develop the strategies and skills needed to address the regulatory, operational developmental and change management challenges they face. Vivienne has a BA Jt Hons in Economics and Finance as well as a M.Econ.Sc in European Economics and Public Affairs and has gained professional qualifications in programme management. She has recently established her own company, Granuaile Limited, offering a fresh and unique approach to personal and organisational development.

"This was a very thought provoking and engaging and enjoyable seminar which is of immediate use to me."

Eversheds

How to book

The course fee is **£675 per person + VAT**, including documentation and refreshments. A **10% discount** is available when registering 3 or more delegates.

There are various ways to register:

Website: www.ctp.uk.com/board

Email: emmabond@ctp.uk.com

Telephone: **0330 303 9779**

Post: **Complete and return booking form over page.**

When booking please quote reference

BRPWEB

For more information please visit: www.ctp.uk.com/board

Email: emmabond@ctp.uk.com Tel: **0330 303 9779**

*Testimonials are from delegates who have recently attended this event.

Course Programme

Session	Aim	Content
<p>Revisiting the role of the Board</p>	<p><i>The role of the Board is to assess the overall direction and strategy of the business. The Board also assures that an organisation is accountable as required by any laws and regulations. The aim of this session is to explore the various challenges that Boards face and highlight those challenges which require decisions to be prioritised.</i></p>	<ul style="list-style-type: none"> ■ Identify the challenges facing Boards: legal and regulatory, risk and strategy, stakeholders and sustainability, and communication ■ Consider the decision-making style and culture of the organisation and why this is relevant to the presentation of information to the Board ■ Define the key roles and responsibilities of your Board ■ Illustrate good and bad practices of Board Reporting and identify a 'Safe' approach to supporting the Board with their responsibilities.
<p>Building your Board Pack</p>	<p><i>The Board Pack, the key source of information, is often criticised as not being fit for purpose in providing the necessary information to ensure the discussion and decision-making at board meetings are as productive and effective as possible. This session seeks to establish a framework that will support better decision making for the Board.</i></p>	<ul style="list-style-type: none"> ■ Create a framework for the content of reports: format, timing and amount of information provided ■ Identify the six key questions that need to be asked for reporting to Boards ■ Highlight the principles for the effective reporting of financial and non-financial information to boards
<p>Delivering in the Boardroom</p>	<p><i>Ensuring effectiveness of communication with a broad range of stakeholders can be quite a challenge. The aim of this session is to help delegates explore different forms of communication and select and apply the most appropriate and effective when presenting to the Board.</i></p>	<ul style="list-style-type: none"> ■ Understand Board issues and priorities, such as succession, financial, expansion, operational and regulatory ■ Organise stakeholder engagement and discuss how different views on subjects can be presented ■ Review real world examples of Board Room practice ■ Examine techniques for presenting information to the Board

COURSE BOOKING FORM

Please post, fax or email completed form to addresses listed below.



Thank you for registering to a CTP event. Once the completed booking form is received, your place/s will be reserved and you will receive confirmation by email. Joining instructions will be sent 2 weeks before the event date. Please note all **delegate fees are payable prior to the course**.

There is a 10% discount when registering 3 or more attendees. Please complete another form for additional delegates.

Course Title	BOARD REPORTING
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Date	3 December 2019	Event code	BRPWEB
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Delegate 1	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

Delegate 2	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

Delegate 3	Mr / Mrs / Miss / Ms / Other	Name	
	Tel	Role	
	Email		

Company Name	
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Address		Invoice Address (if different)	
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Post Code		Post Code	
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Booking Contact (if different)	
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Tel		NB:	
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Email		Purchase Order No / Vendor No	
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Payment details	I authorise you to debit my account with the amount of £	inc VAT
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I wish to pay by	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	Please invoice <input type="checkbox"/>
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Card Number	<input type="text"/>
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Expiry date	<input type="text"/>	CVC code (printed on back of card)	<input type="text"/>
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Cancellations, Substitutions and Transfers. The following cancellation charges apply: 30+ days before the course date = no charge; 15-29 days before the course date = 50% of the course fee; 0-14 days before the course date = 100% of the course fee. If the registered delegate cannot attend, we shall be pleased to welcome a substitute at no extra charge – please advise us beforehand. If a delegate fails to attend without prior notification, the course fee is payable in full. Please note CTP is unable to accept any liability for non-attendance caused by severe weather or travel disruption. Requests to transfer to the next available course date may be accepted, subject to availability. The option to transfer is only available if received prior to the original course date, once the original course fee has been paid in full and to a course taking place within 12 months. Transfers made 1-30 days prior to the course date, will be charged at 25% of the course fee. For substitutions, cancellations and transfer enquiries, please contact info@ctp.com