



Inspiring business
Scotland

THE APPRENTICE DIRECTOR

3 October 2017 @ IoD Scotland, No10 Charlotte Square, Edinburgh, EH2 4DR

The Workshop

This one-day workshop is designed for the newly-appointed, or apprentice directors who want to gain the basic tools to do the job. It outlines the role and legal responsibilities of a director and explores how the apprentice moves from managing to directing. It is important that all directors, on appointment, receive induction about their role and the significant duties and legal liabilities that go with it. Directors have a duty to exercise a standard of skill, care and diligence and this workshop will provide delegates with the know-how and insights to effectively fulfil and grow within the role.

Who Should Attend?

Individuals who are currently directors and those about to be appointed to a board. Those individuals who want to further professionalise their role and improve their contribution at board meetings.

Workshop Content

- The legal duties of a director
- The legal and regulatory environment
- Company Constitutions
- Corporate Social Responsibility – its width and its relevance
- Relationships with shareholders and stakeholders, including use of social media
- Board structures and organisation
- Contributing at board meetings
- Relationships with the chair and the non-executive directors
- Board decision-making
- Understanding strategy and risk including cyber risk
- Director contracts and removal of directors
- Director and board evaluation

Workshop Benefits

Help improve your current performance as a director and help you prepare for your first appointment to the board. Opportunity to network and learn from the experiences of other delegates. All delegates will receive a certificate of attendance for CPD purposes and extensive course notes.

“Really enjoyed finding out more about what I can do and what is expected of me. Some really good ideas to take away”
Commercial Director, Private Sector



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Workshop Tutor

The workshop is delivered by Michael Willis who is an advisor to a wide range of organisations within a variety of corporate settings in the public, private and charitable sectors. He has acted as Tutor on a number of IoD workshops including 'The Role of the NxD', 'The Role of the Chair', 'Winning Board Behaviours' and 'The Director and the Law'. Delegates will receive a copy of his book *'The Resilient Director – Building the Effective Board'* (2015).

Costs

- IoD members early booking rate - £310 plus VAT available online @ IoD.com
- IoD Members- £345 plus VAT
- Non IoD Members - £395 plus VAT

THE APPRENTICE DIRECTOR – Delegate Details	No places
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Name(s):			IOD No:	
Company:				
Address:			Postcode	
Tel:		Email:		
Special dietary / access requirements:				
How did you hear about this workshop? (please delete)	Email/Magazine/Colleague/Other (please specify)			
I enclose a cheque made payable to "The Institute of Directors" for £ _____			Please send an invoice	

Post your form to the address below or email to director.scotland@iod.com

"Excellent course - good balance between slides/discussion, case studies and well led to give delegates experience. Feel more confident in my role as director and helping my clients reduce the risks they face!"

Director, Finance Sector