



**Governance  
Academy**

**Governance  
Institute**  
of Australia

# Effective Director

## Course



*Take your seat with assurance*

Course outline and 2024 schedule

# Effective Director Course

## Is this course right for you?

### This course is for:

- aspiring or newly appointed directors
- executives seeking director transition pathways
- directors wanting to refine their skills
- executives reporting into a board

Exploring the role of the company director and the board's vital contribution towards organisational culture and sustainable governance, this course draws on theory, practice and the collective knowledge of the participants to simulate the boardroom experience.

Embracing a unique experiential learning design, the course is based around a hypothetical case study exploring:

- effective board practices and executive engagement
- acquiring information, including board packs, which provide the basis for sound decision-making
- boardroom dynamics impacting on both director and board effectiveness.

You will work towards a challenging simulated board meeting to practise your director skills and understand how a board operates and makes decisions. This includes a boardroom dinner (if you attend a face-to-face course)

to build realistic rapport within a simulated board and set the scene to optimise your learning experience.

Conclude the course by hearing from a director and executive recruitment specialist, and an experienced non-executive director, to formulate your next steps.



## How will you benefit?

### After attending the course, you will:

- Walk away with practical tools and tips on how to be an effective director
- Understand how a board operates and makes decisions
- Explore the frameworks and theory behind effective director communication
- Meet and network with your peers
- Learn from experienced non-executive directors
- Participate in a boardroom simulation and practise your director questioning skills in a supported learning environment.

View upcoming courses at [governanceinstitute.com.au/edc](https://governanceinstitute.com.au/edc)

# How the course will be delivered:

## Face-to-face format

Held over three consecutive days.

- Each module will be facilitated by an experienced non-executive director who will guide your learning and all activities.
- A boardroom dinner will be held at the end of Day 2.
- Day 3 includes a boardroom simulation around a boardroom table.
- Module 4 includes a 'meet a director' session and tips from an executive recruitment specialist on interviews and the selection process — preparation strategies, success factors, current trends.

## Virtual classroom sessions

Held over two, three or six weeks this includes:

- Three 7.5 hour **OR** six 3.5 hour virtual Zoom classes to explore each module
- Half day to discuss boardroom dynamics and the importance of formal and informal director interactions
- A virtual boardroom simulation experience
- A conversation with an experienced director on their journey with the opportunity to ask questions
- A session with an executive recruiter exploring practical strategies to position yourself for your first or next board role.

## Module 1 High performing directors and boards

7  
CPD  
hours

Understand the issues and challenges faced by a director on a board and find out how you can best prepare for and understand directorship in the current landscape, with the lens firmly on director capability.

Using the Tricker Model as an integrating framework, this module defines corporate governance and outlines how it operates in practice. Explore the boundaries between the board and the executive, the balance between conformance and performance, to ensure the appropriate level of monitoring and supervising of management activity.

### Objectives

- Define corporate governance and outline how it operates in practice.
- Examine the role and core duties of directors and the board.
- Analyse the key attributes of a high-performing board.
- Discuss the link between the board and board performance.

### Topics

- Board and governance foundations.
- The practice of corporate governance.
- The high performing board.
- Practical matters — board meetings and board structure.

7  
CPD  
hours

## Module 2

# Director dynamics

Effective director conduct requires the development of human-centred capabilities to make you aware of the types of behaviour you may experience and will need as a director.

Self-awareness of your behaviour and communication styles and the impact of these on your director effectiveness is key.

This module includes a boardroom dinner for the face-to-face courses.

### Objectives

- Discuss board and director effectiveness and how these elements are assessed.
- Apply concepts such as communication progression and the Ladder of Inference to the role of the effective director.
- Recognise the different styles of communication and how these can be used effectively.
- Examine how acquiring information, active listening, asking the right questions, persuasion, influence and negotiation skills can be used to achieve the strategic vision and objectives of the organisation.

### Topics

- Board and director effectiveness.
- How directors communicate.
- Acquiring information by listening.
- Asking the right questions.
- Persuasion, influence and negotiation.
- Director effectiveness.

3  
CPD  
hours

## Module 3

# Practical skills: The boardroom experience

Take part in a simulated board meeting using a hypothetical case study to put into practice the strategies and techniques you have covered in modules 1 and 2.

The pre-reading will prepare you for this simulation. Guided by an expert non-executive director, this experience will enhance your knowledge about effective director communication context, progression and quality. This session will allow you to develop a deeper understanding of how to influence boardroom discussion and raise issues that require elevation for exploration whilst maintaining a professional and respected presence.

Attendance at each of modules one and two, and the boardroom dinner (where applicable) is highly recommended to enable successful completion of the course and its assessment requirements. Attendance at module three, The Boardroom Experience is a requirement of successful graduation from the course.

***The Effective Director Course provided me with an excellent balance of regulatory and governance theory with real life case studies of director behaviour and communication styles, which I can immediately apply to my current director role.***

Richard Scott, Director of Geographies, Marketing, Communications and Business Development, Deloitte

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## Module 4

# Acquiring a non-executive director role

4  
CPD  
hours

This practical session includes the opportunity to hear from a practising non-executive director and an executive recruitment specialist. Hear about current trends in director recruitment and appointment. Learn from, and take the opportunity to question an experienced non-executive director about their pathway to success.

### Objectives

- Hear from an experienced director about their journey, insights and practical tips for thriving in the boardroom.
- Understand your director potential.
- Uncover the possible pathways to directorship.
- Appreciate the many dimensions of personal profile development.
- Learn how to position yourself to stand out in the selection process.

### Topics

- The importance of honest self-analysis and communicating personal identity.
- Useful tips and guidance for building effective executive personal and digital presence.
- Where to look and how to find board roles — websites, recruiters and other avenues.
- Refining your CV, interviews and the selection process — preparation strategies, success factors, current trends.



*The Effective Director Course has allowed me to be think about why I want to be a director, what kind of director I will be and the impact I can have on the companies I work with. Completing the Effective Director Course has given me the opportunity to equip myself with the necessary skills I need to become an effective director.*

Renez Lammon, Assistant Principal, Casuarina Street Independent Primary School

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# 2024 Effective Director Course schedule

Date	Location	Course delivery mode	Price including GST
<b>18 – 20 June — 3-day intensive</b>			
<b>Module 1:</b> 18 June 8.30am – 4.30pm <b>Module 2:</b> 19 June 8.30am – 6.30pm <b>Module 3:</b> 20 June 8.30am – 12.00pm <b>Module 4:</b> 20 June 12.30pm – 4.00pm	Brisbane, QLD	Face to face Module 2: Includes Boardroom dinner (part of case study)	Member \$4,190 Subscriber \$4,400 Non-member \$4,760
<b>16 – 18 July — 3-day intensive</b>			
<b>Module 1:</b> 16 July 8.30am – 4.30pm <b>Module 2:</b> 17 July 8.30am – 6.30pm <b>Module 3:</b> 18 July 8.30am – 12.00pm <b>Module 4:</b> 18 July 12.30pm – 4.00pm	Melbourne, VIC	Face to face Module 2: Includes Boardroom dinner (part of case study)	Member \$4,190 Subscriber \$4,400 Non-member \$4,760
<b>13 – 28 August — 6-week part-time (this is a women-only course)</b>			
<b>Module 1, part 1:</b> 13 Aug 10.30am – 2.30pm AEST <b>Module 1, part 2:</b> 14 Aug 10.30am – 2.30pm AEST <b>Module 2, part 1:</b> 20 Aug 10.30am – 2.30pm AEST <b>Module 2, part 2:</b> 21 Aug 10.30am – 4.30pm AEST <b>Module 3:</b> 27 Aug 10.30am – 2.30pm AEST <b>Module 4:</b> 28 Aug 10.30am – 2.30pm AEST	Online	Virtual Zoom Module 2: Includes virtual Board drinks (part of case study)	Member \$3,915 Subscriber \$4,130 Non-member \$4,480
<b>11 – 20 September — 3-day residential + pre-virtual</b>			
<b>Module 1, part 1:</b> 11 Sept 1.00pm – 4.30pm (virtual) <b>Module 1, part 2:</b> 18 Sept 1.00pm – 4.30pm <b>Wine tour:</b> 19 Sept 5.00pm – 8.00pm <b>Module 2:</b> 19 Sept 9.00am – 8.00pm <b>Module 3:</b> 20 Sept 9.00am – 12.00pm <b>Module 4:</b> 20 Sept 1.00pm – 3.00pm	South Australia — Barossa Valley Residential	11 Sept: Virtual Zoom 18 – 20 Sept: Novotel Barossa Valley Resort Module 2: Includes Boardroom dinner (part of case study)	Member \$5,228* Subscriber \$5,438* Non-member \$5,798*  *Price includes accommodation, transfers, catering and wine tour
<b>15 – 17 October — 3-day intensive</b>			
<b>Module 1</b> – 15 Oct 8.30am – 4.30pm <b>Module 2</b> – 16 Oct 8.30am – 6.30pm <b>Module 3</b> – 17 Oct 8.30am – 12.00pm <b>Module 3</b> – 17 Oct 12.30pm – 4.00pm	Perth, WA	Face to face Module 2: Includes Boardroom dinner (part of case study)	Member \$4,190 Subscriber \$4,400 Non-member \$4,760
<b>5 – 7 November — 3-day intensive</b>			
<b>Module 1:</b> 05 Nov 8.30pm – 6.30pm <b>Module 2:</b> 06 Nov 8.30am – 6.30pm <b>Module 3:</b> 07 Nov 8.30am – 12.00pm <b>Module 4:</b> 07 Nov 12.30pm – 4.00pm	Sydney, NSW	Face to face Module 2: Includes Boardroom dinner (part of case study)	Member \$4,190 Subscriber \$4,400 Non-member \$4,760
<b>19 – 21 November — 3-day intensive</b>			
<b>Module 1:</b> 19 Nov 8.30am – 4.30pm <b>Module 2:</b> 20 Nov 8.30am – 6.30pm <b>Module 3:</b> 21 Nov 24 8.30am – 12.00pm <b>Module 4:</b> 21 Nov 12.30pm – 4.00pm	Melbourne, VIC	Face to face Module 2: Includes Boardroom dinner (part of case study)	Member \$4,190 Subscriber \$4,400 Non-member \$4,760
<b>3 – 12 December — 2-week part time</b>			
<b>Module 1, Part 1:</b> 03 Dec 1.00pm – 4.30pm AEDT <b>Module 1, Part 2:</b> 04 Dec 1.00pm – 4.30pm AEDT <b>Module 2, Part 1:</b> 05 Dec 1.00pm – 4.30pm AEDT <b>Module 2, Part 2:</b> 10 Dec 1.00pm – 6.00pm AEDT <b>Module 3:</b> 11 Dec 1.00pm – 4.30pm AEDT <b>Module 4:</b> 12 Dec 1.00pm – 4.30pm AEDT	Online	Virtual Zoom Module 2: Includes virtual Board drinks (part of case study)	Member \$3,915 Subscriber \$4,130 Non-member \$4,480

The course registration fee includes access to eLearn Financial Analysis for Officers and Directors (RRP\$595).

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## Effective Director Course — Barossa Valley

Take time out of your BAU to focus on your career goals away from the hustle and bustle. Enjoy an immersive educational experience, making connections and enhancing your learning while in the tranquil surrounds of Australia's renowned wine country.

With luxurious accommodation at Novotel Barossa Valley Resort, all inclusive meals, transfers, accommodation and a wine tasting and dinner activity at the award winning Yalumba winery, hone your networking, board and director skills in an exclusive environment like no other.

[Learn more](#)

## Group Booking

High performing boards and executive teams require an appreciation of best practice governance and decision making by more than one on the team.

To support you, your board and your executive teams, we have group booking discounts:

- Enrol two or three participants and receive subscriber pricing
- Enrol four or more participants and receive member pricing

NB: There will be no refund on enrolments once paid.  
Enrolments can be over multiple courses.

## Become a member and save

You may already be eligible for membership via our professional entry scheme. Apply for membership in advance to receive a discount of \$400 on the course registration.

### For more information

Please call our team on 1800 251 849 or email us on [sales@governanceinstitute.com.au](mailto:sales@governanceinstitute.com.au)

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## Graduation and Membership

On successful completion of the course and the assessment task, you will graduate and become a part of the Effective Director Course alumni and receive the postnominal Cert (EDC). Graduates of this course will be eligible to apply for Affiliated membership with Governance Institute and gain the nationally recognised postnominal GIA(Affiliated).

## In-house delivery

We offer Effective Director Course via in-house facilitation — sending the experts to you. Choose the learning experience that suits your organisation. Select stand-alone modules or the whole course.

To discuss this or other in-house options to suit your organisation, email [training@governanceinstitute.com.au](mailto:training@governanceinstitute.com.au) or contact us on **1800 251 849**.

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