



INSTITUTE OF DIRECTORS  
ZIMBABWE

# Directors Training and Development Workshop - 2021 Calendar

Celestial Park, Unit E, Block 1, First Floor, Borrowdale, Harare DL:- 0242 885080

Website: [www.iodz.co.zw](http://www.iodz.co.zw)

No	MODULE	Jan	Feb	Mar	Apr.	May	Jun	Jul.	Aug.	Sep	Oct	Nov	Dec
1	Effective Board Chairing and Committee Management					18					5		
2	ICT Governance and Business Continuity		2						5			4	
3	Understanding theory, principles and practice of corporate governance. (Board Grooming)			11-12							12-13		
4	SMEs Corporate Governance Systems and Processes and Compliance requirement		10						24			17	
5	Evolving Role of the Board – Post COVID – The New Normal	19					8				14		
6	Business Ethics: Compliance in a Dynamic Environment		4					6					
7	Finance for non- Finance Board Members and Managers			18-19				14-15					
8	Strategic Board Leadership (Roles and Responsibilities of Directors)			3-4						14-15			
9	Managing Committees, Minute Taking and Running Annual General Meetings		16-17				16-17				6-7		
10	Committee Management Systems for Boards Leadership (Key Committees)			9-10						7-8	20-21		
11	Board Grooming, Deportment and Etiquette,				8								
12	Managing Risk Governance and Change			16			15				29		
13	Strategic Planning and Organizational Design						2				28		
14	Transformational Coaching and Emotional Intelligence								17-18			9- 10	
15	Managing Gender Diversity and Sensitivity in Boards						10				28		
16	Board Sensitisation	21-22				6-7				2-3			
17	Corporate Governance Policies In Zimbabwe		3					7				18	
18	Advanced Certificate in Company Direction One		22-24		12-14		22-24		25-27				
19	Advanced Certificate in Company Direction Two			29-31		10-12		27-29		28-30			
20	Advanced certificate in company direction Three	26-28				24-26			23-25		25-27		
21	Advanced Certificate in Company Direction Four		25,26 February 1 March					27-29				24-26	

## WORKSHOPS AND CONFERENCES

1	Women on Boards Breakfast/ High tea /Luncheon	29 BF					25 HT	30 Laun				29 PW		
2	International Women’s Day Conference			25-28										
3	Director of the Year Award					27								
4	Corporate governance Summer School (April)				21-24									
5	Corporate Governance Winter School (July )		-					21-24						
6	IoDZ Inaugural Directors Convention								22-25					
7	Directors Annual Dinner		-										2	
8	Directors Annual Charity Golf		-					17						

## SPECIAL PROGRAMMES

1	Women on Boards		26		30				27		29	26	17	
2	National Development Strategy – implications on Corporate Governance	18	-					12						
3	Corporate Governance Code					17								
4	Public Entities Corporate Governance Act		15											
5	Finance Bill		-		19									
6	Statutory Instrument 134		-	15										
7	Boards of State Enterprises and Parastatals in Zimbabwe		-			4-5					18-19			

## COMMEMORATIONS

1	Breast Cancer Awareness Month											1-30		
2	International Anti- Corruption Day												9	
3	International Cancer Day		4											
4	International Day of the Girl Child											11		
5	International Women’s Day			8										
6	International Youth Day								12					

<u>PART ONE</u>	<u>PART TWO</u>	<u>PART THREE</u>	<u>PART FOUR</u>
Introduction to Corporate Governance  1. Introduction to Corporate Governance. 2. The Justification for Corporate Governance. 3. Effective Board, Share owners and Stakeholders Interface. 4. Board Role, Directors Duties and Liabilities. 5. Understanding Preparation for a Case Study.	The Board  6. Effective Chairing of Boards. 7. Effective Board Meeting, Best Practices and Procedures. 8. Board and Management Strategic Planning Roles. 9. Evaluating Strategy Delivery and Executive Performance.	Strategic Leadership  10. Board Strategic Thinking. 11. Corporate Responsibility and Strategic Leadership. 12. Risk Management and Business Continuity 13. Alternative Dispute Resolution.	Financial Stewardship & Accountability  14. Financial Oversight. 15. Corporate Finance. 16. The Control Environment. 17. Financial Report. 18. Presentation of a Case Study

## **CORPORATE GOVERNANCE PROGRAMME : ADVANCED CERTIFICATE IN COMPANY DIRECTION COVERED IN FOUR PARTS**

Courses are run every month for each part over three days face to face and five days virtual (mornings or afternoons ) Refer to calendar for dates. (In house arrangements can be made )

### WHO CAN ATTEND

Chairpersons & Vice Chairpersons of Boards and Committees, Local Government Councilors, Members of Parliament, Cabinet Ministers, Commissioners, Non - Executive Directors, CEOs and Executive Directors, Company Secretaries, Legal and Corporate Executives, Management Executives, HR Managers, Heads of Internal and External Audit, Risk Managers from both PRIVATE and PUBLIC SECTORS and Directors and Executives of NGOs.

**First Capital Bank Branch: Kurima House; 1000345 (ZWL) 3000709 (US\$ Foreign) 3000814 (US\$ Local)**

**Steward Account number: POS ID: SBM49082 Account number: 1007242472: ECOCASH Number: +263782 213 918 Merchant code: 250460 Biller Code: 250740**

**Ecobank Zimbabwe Branch: Borrowdale Account numbers: 5712000008789 (ZWL) 5783600019253 (US\$)**

## **6. INHOUSE PROGRAMMES AND CONSULTANCY SERVICES**

### **OPEN TRAINING WORKSHOPS AND SEMINARS**

- Director Training Workshops and Seminars- (sector and organisation specific)
- Accelerated Training Programme (4x3 Day Block Release)

### **➤ IN-HOUSE TRAINING WORKSHOPS**

- Board Induction
- Director Training on client selected IoDZ Courses
- Need driven Director Development programmes

### **CONSULTANCY SERVICES**

- Advisory Services on Corporate Governance
- Board Evaluation
- Formulation of Board Instruments (Board Charter, Code of Conduct and Code of Ethics.)
- Strategic Planning AND Board Work Plan
- Facilitation of Strategic planning & Director Placement.