



**ICSI INVITES APPLICATIONS  
FOR  
PARTICIPATION IN CORPORATE SECRETARY'S TOOL KIT  
TRAINING OF TRAINERS (TOT) PROGRAMME**

- 10 PCH for ICSI Members
- Mandatory attendance for all sessions

Limited Seats (first cum first  
serve basis)

Award of Certificate on  
Successful completion

**Schedule**

**Venue**

*The Claridges, 12 Dr. APJ Abdul Kalam Road, New Delhi - 110011*

**Date**

*14-16 January, 2019*

**Days**

*Monday to Wednesday*

**Time**

*11:00 AM to 7:00 PM (14 January) & 9:00 AM to 6:00 PM (15 & 16 January)*

**Participation Fees\***

<b>Residential</b>		<b>Non-Residential</b>
<i>Rs. 17,700/- inclusive of 18% GST (twin sharing basis)</i>	<i>Rs. 22,420 /- inclusive of 18% GST (Single Occupancy basis)</i>	<i>Rs. 14,160/- inclusive of 18% GST</i>

*\*(Above includes all meals i.e. breakfast, lunch, dinner for 2 nights and 3 days, programme kit etc.)*

**Broad Coverage**

- Corporate Secretary's role in the Corporate Governance Framework
- Experiential Learning Cycle
- Identify skills needed to manage relationships within a governance system
- The Value of an In-House Corporate Secretary
- Governance, Adult Learning, and the Corporate Secretary



## **INTRODUCTION**

ICSI is organising three days residential Corporate Secretary's Tool Kit Training of Trainers (TOT) in association with Corporate Secretaries International Association (CSIA) which is a joint project of CSIA and International Finance Corporation (IFC), on January 14-16, 2019 at New Delhi.

## **ABOUT CSIA & IFC**

CSIA is an international federation of professional bodies having 15 members countries. ICSI is the founder member of CSIA. All CSIA members share a common interest in the promotion of good governance practices and enhancing the profile of professionals who serve as corporate secretaries and governance professionals. CSIA is also actively engaged in creating a global professional association enabling industry professionals globally to work more effectively towards shaping corporate governance and developing unified best practices.

The International Finance Corporation is an international financial institution that offers investment, advisory, and asset-management services to encourage private-sector development in developing countries. The IFC is a member of the World Bank Group.

## **ABOUT CS TOOLKIT**

The CS Toolkit has been designed as a practical guide for governance professionals and this is where its true value lies. The essential principles are non jurisdictional and universally applied to listed and unlisted companies and to the private, public, and not-for-profit sectors. It has been well received as a world-class product, already in high demand. It aims to clarify the duties of Corporate Secretaries, develop their skills and emphasise their role in developing good corporate governance practices in their organisations.

## **OBJECTIVES OF CS TOOLKIT**

- (a) To cover the full spectrum of a corporate secretary's roles, functions, and responsibilities, which are at the core of an organisation's governance structure and its governance system;
- (b) To clarify the potentially expansive duties of corporate secretaries and enhance their skills; and
- (c) To emphasise the corporate secretaries' role in developing good corporate governance practices in their organisations, informed by internationally recognized standards of good practice, drawing on examples from both developed and emerging markets

## **ELIGIBILITY CRITERIA FOR PARTICIPATION IN TOT**

An Indian individual desiring to be empanelled as participant of the ToT shall fulfil the following criteria:

- i. Be a member of ICSI; and
- ii. Be currently active in profession of Company Secretary either in practice or in employment; and
- iii. Possess at least 10 years of post-membership experience (in case of Fellow member) or 15 years of post membership experience (in case of Associate member) as Company Secretary in Practice or employment in the Secretarial Department of a Company or as a combination of practice and employment in the Secretarial Department of a Company; and
- iv. Contributed towards promotion of Profession of Company Secretary (e.g. Faculty of training programme, Speaker at National Level Programme, written article in magazine of public repute, written book etc.and provide the details of same). Person needs to provide note on his exposure as trainer in the field of Corporate Governance.

*Participant needs to provide an undertaking to impart Corporate Governance training not more than five, in next two years after this ToT."*

**ICSI Reserve the right to accept the application.**

## **REGISTRATION**

Interested members may kindly register by following the link <https://goo.gl/p3qXbz> latest by December 15, 2018. Please read the eligibility criteria carefully before registering the ToT.

After receiving application, the Institute will confirm the acceptance of application to respective person. For all non accepted applications fee will be refunded to respective account through which payment was made.

For more details you may contact Directorate of Professional Development, Perspective Planning & Studies at [mahesh.airan@icsi.edu](mailto:mahesh.airan@icsi.edu)- 4082142/38.

**CS Makarand Lele**  
**President, ICSI & Secretary, CSIA**