Board Skills Audit

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme.

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To involve the participants actively throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants which are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background to each subject and stimulate discussion and questions.

- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions, and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest

- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness

- **Group work:** group work will be used in order to facilitate practical understanding of the issues and to enhance team working, team building and cooperation amongst participants

Programme

10.00   **Registration**

Introductions

10.15   **Why board composition is important**

The risks created by having a weak board

10.30   **Regular review of the structure, size and composition of the board**

Keeping up-to-date and fully informed about strategic issues and commercial changes affecting the organisation

10.45   **The importance of succession planning**

Taking into account the challenges and opportunities facing the organisation, and the skills and expertise needed on the board in the future

11.00   **Keeping under review the leadership needs of the organisation**

Ensuring the continued ability of the organisation to operate effectively

11.10   **The attributes needed by directors for them to be effective**
How do we actually define board 'skills'?

11.45   **The balance to be struck in terms of composing an effective board**
Building a balanced team which works effectively, based on the collective aggregation of individual characteristics

11.50   **How to identify gaps in the skills base in the boardroom**
Drawing up a skills matrix which is comprehensive and 'fit-for-purpose'

12.15   **Having a robust framework for board recruitment**
The considerations to be borne in mind to recruit board members, including role descriptions, and recruitment approaches

12.25   **Training and developing those already on the board**
→ Induction
→ Ongoing development
→ Coaching and mentoring

13.00   **Close**