

Board Dynamics					
Month	Date	Chapter			
SUNDAY	Aug	30	Introduction		
			Ch. 1	The emergence of board dynamics in governance	
			Ch. 2	Governance structures	
			Ch. 3	Board director demographics and attributes	
	Self-Study				
	Sep	13	Ch. 4	Psychology of the board	
			Ch. 5	Board decision-making	
			Ch. 6	Stakeholder conversations	
		27	Study and Examination Technique Session		
	Self-Study				
	Oct	11	Ch. 7	Culture in the boardroom	
			Ch. 8	Diversity in the boardroom	
			Ch. 9	The effect of meeting design on boardroom dynamics	
		Self-Study			
			25	Ch. 10	Effecting change in the boardroom
		Ch. 11		Effective talent management	
	Ch. 12	Board evaluation			
Self-Study					
Nov	08	Ch. 13	Cultural differences in boardroom dynamics		
		Ch. 14	Developing behavioural agility		
		Ch. 15	Maintaining personal resilience		
	Self-Study				
	22	Revision Day			
Self-Study					
FINAL REVISION	EXAM DATE		27 Nov 2020, Friday		

Corporate Governance				
Month	Date	Chapter		
Monday	Aug	17	Introduction	
			Ch. 1	Definitions and issues in corporate governance
			Ch. 2	Corporate governance in the UK
			Ch. 3	Role of the company secretary in governance
	Self-Study			
	31	Ch. 4	Other governance issues	
		Ch. 5	Director's duties and powers	
		Ch. 6	The role and membership of the board of directors	
		Self-Study		
	Sep	14	Ch. 7	Board composition and succession planning
Ch. 8			Board effectiveness	
Ch. 9			Financial reporting to stakeholders and external audit	
Self-Study				
28	Study and Examination Technique Session			
Self-Study				
Oct	12	Ch. 10	Corporate social responsibility, sustainability and business ethics	
		Ch. 11	Corporate responsibility and reporting on non-financial issues	
		Ch. 12	Systems of risk management and internal control	
	Self-Study			
	26	Ch. 13	Risk structures, policies, procedures and compliance	
		Ch. 14	Shareholders rights and engagement	
		Ch. 15	Board engagement with shareholders and other stakeholders	
Ch. 16		Remuneration of directors and senior executives		
Self-Study				
FINAL REVISION	Nov	09	Revision Day	
Self-Study				
EXAM DATE		17 Nov 2020, Tuesday		

Company Compliance & Administration				
Month	Date	Chapter		
Monday	Aug	24	Introduction	
			Ch. 1	The role of the company secretary
			Ch. 2	The directors
			Ch. 3	Effective board practices
	Self-Study			
	Sep	07	Ch. 4	The members
			Ch. 5	Company compliance
			Ch. 6	Annual or integrated report
		Self-Study		
	21	Study and Examination Technique Session		
Self-Study				
Oct	05	Ch. 7	External audit	
		Ch. 8	Securities exchange listing regime	
		Ch. 9	Maintenance of records	
	Self-Study			
	19	Ch. 10	Company secretarial software	
		Ch. 11	Minutes and minute books	
Ch. 12		Oversight by regulators		
Self-Study				
Nov	02	Ch. 13	Regulation and disclosure	
		Ch. 14	Meetings of shareholders and members	
		Ch. 15	Meetings of the board and its committees	
		Ch. 16	Shares, share capital, share register and debt capital	
Self-Study				
FINAL REVISION		16	Revision Day	
Self-Study				
EXAM DATE		20 Nov 2020, Friday		

Development of Strategy				
Month	Date	Chapter		
Tuesday	Sep	01	Introduction	
			Ch. 1	The nature of strategy and planning
			Ch. 2	Strategic management
			Ch. 3	Developing strategy
	Self-Study			
	15	Ch. 4	The external environment	
		Ch. 5	Strategic capability and competencies	
		Ch. 6	Strategy and organisational culture	
	29	Study and Examination Technique Session		
	Self-Study			
Oct	13	Ch. 7	The governing body and strategy	
		Ch. 8	Expressing organisational purpose	
		Ch. 9	Business ethics and social responsibility	
	Self-Study			
	27	Ch. 10	Strategic choices	
		Ch. 11	Strategy development	
Ch. 12		Organisational structure and design		
Self-Study				
Nov	10	Ch. 13	Strategic control and performance management	
		Ch. 14	Managing strategic change – the process dynamic	
		Ch. 15	Managing strategic change – the people dynamic	
	Self-Study			
FINAL REVISION	24	Revision Day		
	Self-Study			
EXAM DATE		26 Nov 2020, Thursday		

Risk Management				
Month	Date	Chapter		
Tuesday	Aug	25	Introduction	
			Ch. 1	The global risk environment
			Ch. 2	Regulatory frameworks
			Ch. 3	Sector regulators
	Self-Study			
	Sep	08	Ch. 4	Risk management frameworks and standards
			Ch. 5	Key risk management concepts
			Ch. 6	Risk management as a foundation of organisational success
		Self-Study		
	22	Study and Examination Technique Session		
Self-Study				
Oct	06	Ch. 7	Risk management processes, perspectives and responsibilities	
		Ch. 8	Frameworks for governance, risk and compliance	
		Ch. 9	Evaluating and reporting risk	
	Self-Study			
	20	Ch. 10	Risk culture, appetite and tolerance	
		Ch. 11	Compliance management	
Ch. 12		Risk control strategies		
Self-Study				
Nov	10	Ch. 13	Risk management in practice	
		Ch. 14	Trends and future developments for risk management	
		Ch. 15	More trends and future developments for risk management	
	Self-Study			
FINAL REVISION	21	Revision Day		
	Self-Study			
EXAM DATE		25 Nov 2020, Wednesday		

Company Law				
Month	Date	Chapter		
Wednesday	Aug	26	Introduction	
			Ch. 1 Sources of company law and governance	
			Ch. 2 Business structures	
			Ch. 3 Incorporation and corporate personality	
			Ch. 4 Legally binding the company	
	Self-Study			
	Sep	02	Ch. 5 The board of directors	
			Ch. 6 The role of the board	
			Ch. 7 Director's duties	
			Ch. 8 Membership	
		Self-Study		
		16	Ch. 9 Company meetings and decision-making	
			Ch. 10 Member's remedies	
			Ch. 11 Shares and share capital	
	Self-Study			
30	Study and Examination Technique Session			
Self-Study				
Oct	14	Ch. 12 The capital maintenance rules		
		Ch. 13 Loan capital		
		Ch. 14 Corporate transparency		
	Self-Study			
	28	Ch. 15 Market abuse		
		Ch. 16 Corporate restructuring and takeovers		
		Ch. 17 Corporate rescue		
Ch. 18 Liquidation and dissolution				
Self-Study				
FINAL REVISION	Nov	11	Revision Day	
	Self-Study			
EXAM DATE		17 Nov 2020, Tuesday		

Interpreting Financial and Accounting Information				
Month	Date	Chapter		
Wednesday	Aug	19	Introduction	
			Ch. 1 The regulatory framework and the role of International Financial Reporting Standards	
			Ch. 2 The Conceptual Framework of Financial Reporting	
			Ch. 3 Preparation and presentation of single entity financial statements	
	Self-Study			
	Sep	09	Ch. 4 Risk management frameworks and standards	
			Ch. 5 Key risk management concepts	
			Ch. 6 Risk management as a foundation of organisational success	
		Self-Study		
		23	Ch. 7 Risk management processes, perspectives and responsibilities	
			Ch. 8 Frameworks for governance, risk and compliance	
	Ch. 9 Evaluating and reporting risk			
	Self-Study			
	Oct	07	Study and Examination Technique Session	
		Self-Study		
21		Ch. 10 Risk culture, appetite and tolerance		
		Ch. 11 Compliance management		
	Ch. 12 Risk control strategies			
Self-Study				
Nov	04	Ch. 13 Risk management in practice		
		Ch. 14 Trends and future developments for risk management		
		Ch. 15 More trends and future developments for risk management		
Self-Study				
FINAL REVISION	Nov	18	Revision Day	
	Self-Study			
EXAM DATE		20 Nov 2020, Friday		