



2025

CORPORATE  
DIRECTORSHIP  
101: PART 1

## PROGRAM OVERVIEW

This programme is curated for the members of The Institute of Internal Auditors Malaysia (IIAM), as an introductory session for those who are keen to embark on a board directorship journey and what it takes to be a director in the current corporate landscape in Malaysia. Before undertaking such an important role, it is essential to have a deeper understanding of the fiduciary duties of directors, their roles and responsibilities and the legal liabilities that come with the position.

In this programme, participants will develop a comprehensive understanding of directorship fundamentals, covering board governance, risk management and strategic planning. The session will also explore how internal auditors, particularly those who have played a pivotal role in ensuring that sustainability and ESG efforts are effectively monitored, measured, and reported within their organisations can contribute more effectively to filling the board skills gap in organisations, and contribute better to boardroom conversations on sustainability, when appointed.

The workshop is designed to be highly interactive, featuring a blend of presentations, plenary discussions, and breakout group sessions. Participants will engage deeply with the content, fostering collaborative learning and practical application of key concepts.

## LEARNING OUTCOMES

- **Comprehend the Roles and Responsibilities of Directors:** Gain a deep understanding of the fundamental roles, responsibilities, and expectations of the Board in the current corporate landscape.
- **Demonstrate Knowledge of Fiduciary Duties and Legal Liabilities:** Articulate the fiduciary duties and legal obligations of directors, ensuring compliance with governance standards.
- **Strategic Oversight and Alignment:** Analyze the Board's critical role in setting strategic direction and overseeing the alignment of organizational goals with strategic plans.
- **Apply Effective Oversight Tools:** Develop and utilize practical tools and techniques for enhancing board oversight and decision-making



## COURSE OUTLINE

### Module 1: Fundamentals of Board Directorship

- Good corporate governance: a tick box exercise or a director need?
- Understanding the core principles of corporate governance
- Board of directors – overview, responsibilities & structure & functions
- Fiduciary duties and liabilities of directors
- Board Diversity and Effectiveness
- Functions of board committees & expanding responsibilities

### Module 2: Setting Strategy & Reviewing Strategy Implementation

- The strategic planning process and the board's involvement
- Aligning strategic plans with organizational goals
- Tools and techniques for effective oversight

Hisham, being a HRDC-certified speaker, regularly speaks on legal issues affecting business including on Mergers & Acquisitions, Companies Act, Corporate Governance and ESG & Sustainability for seminars, various public and in-house corporate trainings for many entities including the Securities Commission, Institute of Corporate Directors Malaysia (ICDM), Securities Industry Development Corporation (SIDC) and Malaysian Institute of Accountants (MIA).

## ABOUT THE TRAINER

### NORHISHAM ABD BAHRIN

ICDM Facilitator

Corporate and Mergers & Acquisitions Partner  
Azmi & Associates

Norhisham Abd Bahrin is a Corporate and Mergers & Acquisitions Partner at Azmi & Associates, a legal firm with 90 lawyers in Kuala Lumpur. His practice focuses on mergers & acquisitions, fund investments, corporate governance and increasingly on climate change and sustainability.

Hisham is an Advocate & Solicitor at the High Court of Malaya and has over 24 years of corporate legal experience. He graduated from the International Islamic University Malaysia with LLB (Hons.) in 1999 and holds an MBA in International Business from the Royal Docks School of Business and Law, University of East London, UK.

Hisham regularly advises listed companies and GLCs on corporate transactions. The IFLR 1000 (2023) ranked him as a 'Notable Practitioner' for M&A in Malaysia.

## ADMINISTRATIVE DETAILS

|                  |                                                                                                               |
|------------------|---------------------------------------------------------------------------------------------------------------|
| TARGET AUDIENCE  | LEVEL IV                                                                                                      |
| MEMBER'S FEE     | RM3,888.00<br>All Fees is inclusive of 8% SST                                                                 |
| NON-MEMBER'S FEE | RM4,320.00<br>All Fees is inclusive of 8% SST.                                                                |
|                  | <i>EARLY BIRD FEE 10% discount for registration received one (1) month prior to respective workshop dates</i> |
| DATE             | 19 November 2025                                                                                              |
| TIME             | 9:00 am – 5:00 pm<br>(Registration will be on Day 1 at 8.30 am)                                               |
| DELIVERY MODE    | Physical Class                                                                                                |
| LOCATION         | KUALA LUMPUR                                                                                                  |
| PROGRAMME CODE   | 2025/KL52                                                                                                     |
| TRAINER          | Norhisham Abd Bahrin                                                                                          |
| CPD POINTS       | 8                                                                                                             |

### Disclaimer

*This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.*





# REGISTRATION FORM

Are you claiming under HRDC SBL Khas?

☐ Yes ☐ No

## COURSE DETAILS

Course Title 2025 Corporate Directorship 101: Part 1

Course Code 2025/KL52 Course Date(s) 19 November 2025

## DELEGATE 1

Full Name (as per IC) \_\_\_\_\_

Designation \_\_\_\_\_

NRIC \_\_\_\_\_ Gender ☐ Male ☐ Female Race \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email Address \_\_\_\_\_

☐ Member ☐ Non-Member Membership No. (only applicable for members) \_\_\_\_\_

Dietary Preferences ☐ Vegetarian ☐ Non-Vegetarian

## DELEGATE 2

Full Name (as per IC) \_\_\_\_\_

Designation \_\_\_\_\_

NRIC \_\_\_\_\_ Gender ☐ Male ☐ Female Race \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email Address \_\_\_\_\_

☐ Member ☐ Non-Member Membership No. (only applicable for members) \_\_\_\_\_

Dietary Preferences ☐ Vegetarian ☐ Non-Vegetarian

If you are sending more than 2 delegates, kindly send the delegates details in an Excel File format.

## CORPORATE DETAILS (only applicable for corporations)

☐ Corporate Member Corporate Membership No: \_\_\_\_\_

☐ Corporate Non-Member

## CONTACT DETAILS

Organisation Name \_\_\_\_\_ Company Registration No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email Address \_\_\_\_\_

## BILLING DETAILS

☐ please tick if billing details are the same as contact details.

Contact Person \_\_\_\_\_ Designation \_\_\_\_\_

Billing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

For non-member, would you like to be contacted to know more about IIA Membership programme? ☐ Yes ☐ No

## ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia  
Tel: +603 2181 8008 ext 210/211/212/213 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my

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# REGISTRATION FORM

## PAYMENT DETAILS

| Payment Details  | Member Rate (per person) for KL-code related courses | Non-Member (per person) | 8% SST | Total with SST |
|------------------|------------------------------------------------------|-------------------------|--------|----------------|
| Fee (per pax) RM |                                                      |                         |        |                |
| No. of pax       |                                                      |                         |        |                |
| Subtotal         |                                                      |                         |        |                |

All registrations **MUST** be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (✓) the chosen method)

☐ Enclosed is a cheque/bank draft no. \_\_\_\_\_ for the sum of RM \_\_\_\_\_ payable to  
**THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

### ☐ LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details: United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620 UEP Subang Jaya, Selangor

Account No.: 165-301-514-9 Bank Swift Code: UOVBMKYL

### ☐ OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address: 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Beneficiary's Bank: STANDARD CHARTERED BANK MALAYSIA BERHAD

Beneficiary's Bank Address: Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur

Account No.: 312-170-024-235 Bank Swift Code: SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges.

(Please fax the bank-in slip to +603 2181 1717 or email to training@iiam.com.my)

### ☐ CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card. to the value of

RM \_\_\_\_\_ Card Type: ☐ VISA ☐ MASTER

Card Number:

Expiry Date: \_\_\_\_\_ Cardholder's Name \_\_\_\_\_

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Signature (As per credit card) \_\_\_\_\_ Date \_\_\_\_\_

## TERMS & CONDITIONS

### FEE

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/bank in slip. Admittance will only be permitted upon receipt of full payment
- The fee covers a copy of course material\*, lunches, refreshment, and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is inclusive of 8% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.
- This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

### HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDC) SBL KHAS CLAIM(S) [APPLICABLE TO HRDC SBL KHAS CLAIMABLE COURSE(S) ONLY]

- Claimants are fully responsible:
  - To provide IIA Malaysia with the HRDC grant approval notification (letter or email) minimum 7 working days before the commencement of the course(s).
  - To provide IIA Malaysia with Letter of Undertaking (LOU) for full settlement of the course fees if grant approval notification is received from HRDC prior to the commencement of the course(s).
  - To adhere to all terms and conditions set by HRDC (i.e., full attendance of the courses).
  - For timely completion and submission of all required HRDC documents as per their requirement.
  - To follow up and respond to any queries from HRDC and attain the approval of grant claim(s) within 60 days from the completion of the course(s). If no grant claim approval is attained within 60 days, claimants are responsible to arrange for an immediate full settlement of the course fee(s). Should a late approval is attained post the full settlement, IIA Malaysia will arrange for the reimbursement accordingly based on the approved grant claim.
- The HRDC Grant Approval Amount falls within the purview of HRDC. IIA Malaysia is obligated to adhere to the HRDC procedure and permissible cost matrix. In the event that the approved amount is less than the total training cost, the participant or attending corporate entity is required to cover the remaining balance.

### CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/ transfer policy shall be applied as follows.
  - a) Written cancellations should be received by 14 working days before the workshop date to get the refund.
  - b) Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
  - c) Written cancellations/no-show on the day of the workshop.
    - No refund will be entertained.
    - Unpaid registrations will also be liable to full payment of the registrations fee. Partial cancellation is not allowed.
  - d) You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

### RESERVATION

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute reserves the right to utilize any recordings or photographs taken during the delivery of the course(s) for marketing and advertising purposes.
- The Institute is not responsible for the action, advice or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Certificates of Attendance will be issued an "E-certificate" via email. For this purpose, it is COMPULSORY to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.

### DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this Workshop. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

### DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel workshop(s) should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. IIA Malaysia is not responsible for any incidental cost of participants (i.e. return flights, accommodation and etc) due to changes or cancellation of course(s). Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

\* Subject to approval of the proprietor.

## ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia

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