Digital Skills, Finance

AI for Company Secretarial and Governance Professionals

Course Details

Price

£155.00

Start date

13 October 2026

Length

2 hours (09:00-11:00)

CPD Points

2.00

Course Overview

This practical two-hour course is designed for Company Secretarial and Governance professionals who support boards and regulated entities.

Content

The course will address how AI supported outputs can remain auditable and aligned with regulatory expectations and will examine how AI tools and custom AI assistants can support the following:

- Board administration
- Record-keeping
- Document management

- Regulatory research
- Governance workflows

There will be a strong emphasis on governance hygiene, evidence and accountability and how AI can assist with:

- Board packs
- Minutes
- Action tracking and follow-ups

Practical demonstrations and discussions of common risks including data handling, over-reliance and informal use.

Benefits

Delegates will leave with a realistic understanding of where AI fits safely within governance processes.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Ian Campbell

Ian Campbell - Tech Entrepreneur and Non-Executive Director - Ian is an experienced executive known for his leadership roles across various sectors, particularly in technology and telecommunications. His career is marked by a consistent focus on driving growth and

efficiency through innovation.