



Company Secretarial Training and Networking forum



Shaped to fit your business

Company Secretaries have a varied workload and it is often difficult, especially for those just starting out in their career, to **gain the right breadth** of practical knowledge and experience needed to deal with the key events that occur during a listed company's life.

Let's talk

To **find out** more or to **book** yourself a place for the first seminar **please email** capitatraining@capita.co.uk

The IPO process; how a company floats and how its shares are traded.

This first workshop will focus on the flotation process and the role of the key advisors involved including the lawyers and brokers.

We will also look at the role of the Exchange, how a company's shares are traded and what causes the movement in a company's share price. This will all be underpinned by how this links to the secretariat department.



Space is limited so reservations are subject to availability

After having spoken to a wide cross section of company secretaries we have put together a new training programme aimed at providing practical exposure for secretariat employees, to some of the events that they may come across in a company's life cycle and in their future careers.

The programme is made up of four workshop sessions that will each provide practical guidance from an experienced team of professional advisors. We will also have industry Company Secretarial specialists on hand to share their own experiences.

The sessions are a great opportunity to become part of a network that will provide on-going support and advice and we hope that delegates will take advantage of the time available after the training to get to know other delegates. The sessions are all CPD accredited and so will count towards your annual learning objectives.

Workshop 1

This workshop will cover the following:

Lawyers

The role of the legal advisors and how they support a company through IPO, looking at regulations governing the Main Market and their input into a company's prospectus.

Brokers

Their role in the flotation process and how they help generate and capture sufficient investor demand during an IPO.

London Stock Exchange

A discussion on how the stock market works and how shares are traded and what influences a company's share price movements.

The recent IPO

Insight and lessons learnt from a recently floated company.

In addition we will link in the role of the Registrar in an IPO, looking at the creation of the share register and the issuing of shares through Crest.

Further sessions will take place over the next 18 months;

Workshop 2 - Being a listed company and the first year of trading.

Workshop 3 - Corporate activity and the practical role of a company secretary.

Workshop 4 – Mergers, acquisitions and restructuring.

When 30 June 2011

Choose **either** the morning or afternoon session

Time 8.00am for an 8.30pm start – through to lunch at 12.30pm

OR Join us for lunch at 12.30pm for a 1.30pm start – through to 5.30pm

Where Apex Hotel, London - near the Tower of London ([Map](#))

Cost £150 plus VAT



Let's talk

To **find out** more or to **book** yourself a place for the first seminar **please email** capitatraining@capita.co.uk