Training Course on Public Policy Development, Governance and Administration

Professional Development Training Course Outline

Category	Development	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

This intensive training course on **Public Policy Development, Governance & Administration** equips participants with crucial knowledge and skills to navigate the complexities of the public sector. In an era demanding effective solutions to societal challenges, understanding the intricacies of policy formulation, robust governance frameworks, and efficient administrative practices is paramount. This program provides a comprehensive overview, delving into the theoretical underpinnings and practical applications necessary for professionals to excel in shaping and implementing impactful public policies. Participants will gain insights into the policy lifecycle, the principles of good governance, and the essential elements of public administration, fostering their ability to contribute meaningfully to organizational success and societal well-being.

The course emphasizes the interconnectedness of **policy development**, **governance**, and **administration**, highlighting how these three pillars work in tandem to achieve desired public outcomes. Through interactive learning and practical case studies, attendees will explore the stages of policy creation, the mechanisms for ensuring accountability and transparency in governance, and the strategies for effective public service delivery. By focusing on **evidence-based policymaking**, **stakeholder engagement**, and **ethical considerations**, this training empowers individuals to develop and implement policies that are not only effective but also equitable and sustainable. Mastering these core competencies is essential for individuals and organizations aiming to enhance their impact and contribute to a more just and prosperous society.

Programme Curriculum

Training Course on Public Policy Development, Governance & Administration

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10 days

Course Objectives

1. Understand the **fundamentals of public policy** and its significance in addressing societal challenges.
2. Analyze the various **stages of the policy-making cycle** from agenda-setting to evaluation.
3. Explore different **public policy theories and models** and their practical applications.
4. Master the techniques for effective **policy analysis and research**.
5. Develop skills in **policy formulation and design**, creating impactful solutions.
6. Understand the principles of **good governance** including transparency and accountability.
7. Examine different **governance frameworks and public management structures**.
8. Learn the key aspects of **public administration** and its role in policy implementation.
9. Explore the interplay between **public policy, governance, and administration**.
10. Understand the influence of **politics on public policy development**.
11. Develop strategies for effective **stakeholder engagement in policymaking**.
12. Learn about **policy implementation, monitoring, and evaluation** processes.
13. Identify and address **ethical considerations in public policy and governance**.

Organizational Benefits

- Equip staff with the skills to develop and implement more effective and evidence-based public policies.
- Foster a culture of transparency, accountability, and ethical conduct within the organization.
- Enhance the efficiency and effectiveness of public service delivery through improved administrative practices.
- Strengthen engagement and collaboration with diverse stakeholders in the policy process.
- Improve the organization's ability to identify and mitigate risks associated with policy implementation and governance.

- Build public trust and enhance the organization's reputation through sound policy and governance.
- Equip leaders and policymakers with the analytical skills for more informed decision-making.
- Ensure better adherence to relevant laws, regulations, and ethical standards.
- Demonstrate a commitment to professional development, attracting and retaining skilled individuals.

Target Audience

1. Government Officials.
2. Public Sector Managers.
3. Policy Analysts and Advisors
4. Non-profit Organization Leaders.
5. Academics and Researchers.
6. Civil Society Representatives.
7. Private Sector Professionals.
8. Aspiring Public Leaders

Course Outline

Module 1: Introduction to Public Policy

- Defining Public Policy: Scope, nature, and characteristics.
- The Role of Government in Public Policy.
- Types and Classifications of Public Policies.
- Key Actors and Stakeholders in the Policy Process.
- Historical Evolution of Public Policy Studies.

Module 2: The Policy-Making Cycle: Agenda Setting

- Understanding the Concept of Agenda Setting.
- Factors Influencing Agenda Formation.
- The Role of Media, Interest Groups, and Political Parties.
- Identifying and Prioritizing Policy Issues.
- Developing Strategies for Agenda Advocacy.

Module 3: The Policy-Making Cycle: Policy Formulation

- Techniques for Policy Analysis and Research.
- Developing Policy Options and Alternatives.
- Consultation and Stakeholder Engagement in Formulation.
- Assessing the Feasibility and Impact of Policy Options.
- Drafting Policy Proposals and Recommendations.

Module 4: The Policy-Making Cycle: Policy Adoption

- Understanding the Legislative and Executive Processes.
- The Role of Political Negotiation and Bargaining.
- Public Opinion and its Influence on Policy Adoption.
- Legal and Constitutional Considerations.
- Communicating Policy Decisions Effectively.

Module 5: The Policy-Making Cycle: Policy Implementation

- Strategies for Effective Policy Implementation.
- The Role of Public Administration and Bureaucracy.
- Resource Allocation and Management.
- Inter-agency Coordination and Collaboration.
- Addressing Challenges and Barriers to Implementation.

Module 6: The Policy-Making Cycle: Policy Evaluation

- Methods and Frameworks for Policy Evaluation.
- Measuring Policy Outcomes and Impacts.
- The Use of Qualitative and Quantitative Data.
- Identifying Lessons Learned and Best Practices.
- Communicating Evaluation Findings and Recommendations.

Module 7: Principles of Good Governance

- Defining Good Governance: Key Characteristics.
- Transparency and Access to Information.
- Accountability and Mechanisms for Oversight.
- Rule of Law and Due Process.
- Participation and Inclusiveness in Decision-Making.

Module 8: Governance Frameworks and Public Management Structures

- Understanding Different Governance Models.
- Centralized vs. Decentralized Governance Systems.
- The Role of Different Levels of Government.
- Public Sector Organizational Structures and Functions.
- New Public Management and its Implications.

Module 9: Public Administration: Concepts and Theories

- Defining Public Administration and its Scope.
- Classical and Contemporary Theories of Public Administration.
- The Role of Ethics and Professionalism in Public Service.
- Human Resource Management in the Public Sector.
- Financial Management and Budgeting in Government.

Module 10: Public Policy and Politics

- The Interplay Between Policy and Political Processes.
- The Influence of Political Ideologies and Parties.
- Lobbying and Interest Group Politics.
- Navigating Political Constraints in Policymaking.
- Building Political Support for Policy Initiatives.

Module 11: Stakeholder Engagement in Policymaking

- Identifying and Mapping Key Stakeholders.
- Strategies for Effective Stakeholder Consultation.
- Managing Diverse Interests and Perspectives.
- Building Partnerships and Collaboration.
- Communicating with Stakeholders Throughout the Policy Cycle.

Module 12: Ethical Considerations in Public Policy and Governance

- Understanding Ethical Frameworks and Principles.
- Addressing Conflicts of Interest and Corruption.
- Promoting Transparency and Integrity.
- Ethical Decision-Making in Policy and Administration.
- Accountability for Ethical Conduct.

Module 13: Policy Implementation and Change Management

- Developing Effective Implementation Plans.
- Managing Organizational Change and Resistance.
- Communication and Stakeholder Buy-in During Implementation.
- Monitoring Progress and Addressing Challenges.
- Ensuring Sustainability of Policy Outcomes.

Module 14: Monitoring and Evaluation of Public Policies

- Developing Monitoring Indicators and Systems.
- Conducting Formative and Summative Evaluations.
- Utilizing Evaluation Findings for Policy Improvement.
- Engaging Stakeholders in the Evaluation Process.
- Ensuring Accountability Through Monitoring and Evaluation.

Module 15: Future Trends and Challenges in Public Policy and Governance

- The Impact of Globalization and Technology.
- Addressing Climate Change and Sustainability.
- Promoting Social Equity and Inclusion.
- Responding to Public Health Crises.
- Innovations in Public Policy and Governance.

Training Methodology

This training course will employ a variety of interactive and engaging methodologies to facilitate effective learning and knowledge retention. These methods include:

- **Interactive Lectures:** Combining theoretical concepts with real-world examples and case studies to enhance understanding.
- **Group Discussions:** Encouraging participants to share their experiences, perspectives, and insights on key topics.
- **Case Study Analysis:** Examining real-life public policy challenges and solutions to develop analytical and problem-solving skills.
- **Role-Playing Exercises:** Simulating policy-making scenarios to provide practical application of learned concepts.
- **Guest Speaker Sessions:** Featuring experienced public policy practitioners and governance experts to share their insights.
- **Individual and Group Assignments:** Reinforcing learning through practical exercises and collaborative projects.
- **Presentations:** Providing opportunities for participants to present their analysis and recommendations.
- **Use of Multimedia:** Incorporating videos, simulations, and online resources to enhance engagement.

- **Debates:** Fostering critical thinking and the ability to articulate different viewpoints on policy issues.
- **Action Planning:** Guiding participants to develop concrete plans for applying their learning in their respective organizations.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
21 Sep 2026	02 Oct 2026	Online	$2,000
21 Sep 2026	02 Oct 2026	Physical	$3,000
21 Sep 2026	02 Oct 2026	Physical	$0

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21 Sep 2026	02 Oct 2026	Physical	$0
21 Sep 2026	02 Oct 2026	Physical	$0
21 Sep 2026	02 Oct 2026	Physical	$0
21 Sep 2026	02 Oct 2026	Physical	$0
21 Sep 2026	02 Oct 2026	Physical	$0

Ready to enroll or request a customized program? Book online or contact us:

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