MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Executive Leadership and Management

Parliamentary Administration

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2670	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents the Parliamentary Administration course, designed to equip individuals with the knowledge and skills necessary for effective administration and management within a parliamentary setting. This course covers the fundamentals of parliamentary procedures, legislative processes, and administrative support, providing participants with a comprehensive understanding of the workings of a parliamentary institution.

Course Outcomes

- **Understand Parliamentary Procedures:**
  - Learn the key procedures and protocols governing parliamentary operations.
  - Gain insights into the roles and responsibilities of parliamentary officers and staff.
- **Master Legislative Processes:**
  - Understand the stages of the legislative process from bill introduction to enactment.
  - Learn the roles of various parliamentary committees and how they function.
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Develop Skills in Parliamentary Administration:

- Gain knowledge of the administrative functions supporting parliamentary operations.
- Learn best practices for managing parliamentary records, documents, and archives.

- **Enhance Communication and Interpersonal Skills:**
  - Develop effective communication skills for interacting with members of parliament, staff, and stakeholders.
  - Learn techniques for managing public relations and media interactions.
- **Apply Ethical Standards and Governance:**
  - Understand the ethical standards and principles governing parliamentary conduct.
  - Learn strategies for promoting transparency, accountability, and good governance in parliamentary administration.

Course Outline / Curriculum

Module 1: Introduction to Parliamentary Administration

- Overview of parliamentary systems
- Roles and responsibilities of parliamentary administrators
- Key functions and duties in parliamentary administration

Module 2: Parliamentary Procedures and Protocols

- Parliamentary rules and standing orders
- Conducting parliamentary sessions and debates
- Role of the Speaker and parliamentary officers

Module 3: Legislative Processes and Procedures

- Introduction and passage of bills
- Committee system and its functions
- Legislative drafting and scrutiny

Module 4: Administrative Functions in Parliament

- Managing parliamentary records and archives
- Document control and data management
- Supporting parliamentary committees and sessions

Module 5: Communication and Interpersonal Skills

- Effective communication with members of parliament and staff
- Public relations and media management
- Handling constituent inquiries and complaints

Module 6: Ethical Standards and Governance

- Ethical principles in parliamentary administration
- Promoting transparency and accountability
- Governance and oversight mechanisms

Module 7: Case Studies in Parliamentary Administration

- Analysis of real-world parliamentary administration scenarios
- Best practices and lessons learned
- Practical applications of parliamentary administration principles

Module 8: Technology in Parliamentary Administration

- Use of information technology in parliamentary functions
- Digital tools for legislative tracking and management
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Cybersecurity and data protection in parliamentary settings

Module 9: Managing Parliamentary Elections and Transitions

- Election processes and protocols
- Managing transitions and induction of new members
- Supporting election-related activities

Module 10: Continuous Professional Development in Parliamentary Administration

- Importance of ongoing training and development
- Resources and opportunities for professional growth
- Building a career in parliamentary administration

Who Can Attend:

- Parliamentary officers and staff
- Government officials involved in legislative processes
- Administrative professionals in parliamentary settings
- Individuals aspiring to work in parliamentary administration
- Anyone interested in understanding the workings of parliamentary institutions

This course is designed to provide participants with the essential skills and knowledge needed for effective parliamentary administration, ensuring they can support the legislative process and uphold the principles of good governance in a parliamentary environment

Target Audience

Parliamentary Administration

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Parliamentary Administration
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____