

NGO Management and Policy Development

# Advanced Public Administration and Management

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

COURSE CODE

**MSD2677**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**

[Register for this Course](#)

[View Online Course Page](#)

## Course Overview

The Advanced Public Administration and Management course offered by Magna Skills is designed to provide experienced professionals in the public sector with advanced knowledge and skills to navigate complex challenges in public administration and management. This course delves into advanced concepts, strategies, and practices in public governance, policy formulation, organizational leadership, and stakeholder engagement, empowering participants to drive organizational excellence and societal impact.

## Course Outcomes

1. **Advanced Public Governance:** Deepen understanding of governance frameworks, theories, and models, and explore strategies for effective governance in the public sector.
2. **Policy Analysis and Formulation:** Develop advanced skills in policy analysis, formulation, and evaluation, and learn to address complex policy issues and challenges.
3. **Organizational Leadership and Change Management:** Enhance leadership capabilities to lead organizational change, foster innovation, and drive performance excellence in public sector organizations.
- 4.

**Strategic Planning and Performance Management:** Learn advanced techniques for strategic planning, performance measurement, and results-based management to achieve organizational goals and outcomes.

5. **Stakeholder Engagement and Collaboration:** Explore strategies for effective stakeholder engagement, partnership building, and collaboration to address societal challenges and enhance public service delivery.

# Course Outline / Curriculum

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## **Module 1: Advanced Concepts in Public Governance**

- Theories and models of governance
- Governance structures and accountability mechanisms
- Ethics and integrity in public governance

## **Module 2: Advanced Policy Analysis and Formulation**

- Policy analysis frameworks and methodologies
- Evidence-based policymaking
- Policy evaluation and impact assessment

## **Module 3: Leadership in Public Administration**

- Leadership theories and styles
- Leading change in public sector organizations
- Building a culture of innovation and continuous improvement

## **Module 4: Strategic Planning and Performance Management**

- Strategic planning processes and methodologies
- Performance measurement frameworks (e.g., Balanced Scorecard)
- Results-based management and outcome-focused approaches

## **Module 5: Stakeholder Engagement and Collaboration**

- Stakeholder analysis and mapping
- Strategies for effective stakeholder engagement
- Building partnerships and collaborations for collective impact

## **Module 6: Public Financial Management**

- Advanced budgeting and financial planning techniques
- Financial accountability and transparency in the public sector
- Managing public funds and resources effectively

## **Module 7: Legal and Regulatory Frameworks**

- Understanding legal and regulatory frameworks in public administration
- Compliance and risk management
- Ethical considerations in decision-making

## **Module 8: Human Resource Management in the Public Sector**

- Talent management and workforce planning
- Employee engagement and motivation
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### **Module 9: Innovation and Digital Transformation**

- Harnessing technology for public service delivery
- Digital governance and e-government initiatives
- Managing risks and opportunities in digital transformation

### **Module 10: Crisis Management and Resilience**

- Crisis preparedness and response planning
- Building organizational resilience
- Learning from crises and continuous improvement

The Advanced Public Administration and Management course equips experienced public sector professionals with advanced knowledge and skills to address complex challenges and drive organizational excellence in public administration and management. Through a blend of theoretical insights, case studies, interactive discussions, and practical exercises, participants will gain the expertise needed to lead effectively, navigate dynamic environments, and deliver impactful outcomes in the public sector.

## **Target Audience**

- Administrative Assistant
- Non-Profit Organization Administrator
- Retail Store Manager
- Human Resources
- Manager Claims Adjuster
- Examiner or Investigator Executive Assistant

## **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

Nairobi

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

Flexit

### 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.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Advanced Public Administration and Management
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date