MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 19-Nov-2026

Course Profile Document

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	DELIVERY	DURATION	PREPARED FOR
MSD2677	**Online / Face-to-Face**	**Flexible**	**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

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
-

Diversity and inclusion in public sector organizations

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
- 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	Advanced Public Administration and Management
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 _____