

Parliamentary Administration Course Details

Department: Executive Leadership and Management

Presented by Magna Skills Development Institute

Date Created: 12-May-2025

Training Coordinator: Denis Wunganayi



CORPORATE TRAINING
Agency

OUR SERVICES :

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website
www.magnaskills.com

 **MAGNA SKILLS**
www.magnaskills.com



Course Summary

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 Objectives

- **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.
- **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

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

- 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

**ENHANCE
TRANSPARENCY &
EFFICIENCY
ENROLL NOW!**

**Magna Skills Course:
Ensuring Transparency,
Accountability, and Impact
in Donor-Funded
Projects through Advanced
Financial Management**



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development

for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.