

Governance and Leadership Skills Enhancement for  
Government Officials and Secretaries

*Online*

*11 - 22 May 2025*

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# Governance and Leadership Skills Enhancement for Government Officials and Secretaries

Code: LM28 From: 11 - 22 May 2025 City: Online Fees: 2800 Pound

## Introduction

In the face of rapid transformations in the public sector, officials and secretaries play a crucial role in guiding public institutions towards achieving sustainable development goals and meeting community needs. This course aims to enhance core skills in governance, leadership, and intensive strategic management for officials and secretaries in the public sector. The course will offer a blend of advanced theories, practical insights, and real-world case studies that enable participants to tackle complex challenges in government institutions. The focus is on empowering officials and secretaries to make informed decisions, promote ethical leadership, and implement effective strategies to ensure sustainability and achieve national strategic objectives.

## Course Objectives

- Understanding Governance Principles in the Public Sector: Gain a comprehensive understanding of government governance frameworks and how to apply them to enhance efficiency and transparency.
- Developing General Leadership Skills: Enhance personal and professional leadership capabilities to guide government teams and initiatives efficiently and effectively.
- Mastering Strategic Management Techniques in Public Institutions: Implement modern management strategies to improve institutional performance in the public sector.
- Ensuring Ethical Decision-Making in Government Institutions: Promote a culture of integrity and transparency in decision-making processes in line with governmental standards.
- Managing Innovation and Change in the Public Sector: Build resilience and adaptability to lead public institutions through major transformations.
- Improving Government Resource Management: Develop skills in managing financial, human, and material resources effectively within the context of government governance.
- Enhancing Stakeholder Collaboration: Learn how to communicate and interact with stakeholders to ensure the achievement of national objectives.
- Applying Strategic Governance in the Public Sector: Use case studies to understand how to implement strategic governance in government institutions.

## Course Outlines

### Day 1: Fundamentals of Governance in the Public Sector

- Introduction to Modern Government Governance Frameworks.
- The Role of Officials and Secretaries in Enhancing Efficiency and Transparency.
- Ethical Considerations and Governance Standards in Public Institutions.
- Case Studies: Successful Governance in Government Institutions.

### Day 2: Leadership in the Public Sector

- Leadership Theories in the Government Context: Traditional vs. Modern.
- Leading with Emotional Intelligence to Enhance Government Performance.

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned over a background of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a backdrop of concentric white circles.

- Building High-Performance Government Teams.
- Leadership Assessment and Personal Development Plans.

### Day 3: Strategic Planning in Government Institutions

- Strategic Thinking for Achieving National Goals.
- Strategic Planning Tools for the Public Sector: SWOT, PESTLE.
- Implementing Strategic Initiatives to Achieve Government Goals.

### Day 4: Change Management in the Public Sector

- Understanding Change Dynamics in Government Institutions.
- Leading Government Institutions Through Periods of Transformation.
- Building Resilience and Flexible Decision-Making.
- Case Study: Managing Change in Public Institutions.

### Day 5: Financial Management in Government Institutions

- Budget Preparation and Government Financial Planning.
- Financial Accountability and Ensuring Transparency in Government Spending.
- Managing Financial Risks in Government Institutions.

### Day 6: Ethical Leadership and Accountability in the Public Sector

- Principles of Ethical Decision-Making in Government Governance.
- Promoting a Culture of Accountability and Transparency in the Public Sector.
- Handling Conflicts of Interest in Government Institutions.

### Day 7: Engaging Stakeholders in the Public Sector

- Identifying Government Stakeholders and Their Expectations.
- Building Effective Communication Channels with Stakeholders.
- Negotiating and Resolving Conflicts Between Government Entities.

### Day 8: Innovation in Government Governance

- Exploring Modern Trends in Government Governance.
- Utilizing Technology and Digital Tools to Enhance Government Efficiency.
- Case Studies on Innovation in Government Governance.

### Day 9: Government Performance Management

- Monitoring and Evaluating Strategic Government Performance.
- Key Performance Indicators in the Public Sector.
- Improving Government Performance Through Innovation.

### Day 10: Applied Project and Action Plan

- Practical Challenges in Government Governance and Leadership: Group Project.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a background of concentric circles.

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- Developing a Personal Action Plan to Enhance Government Leadership.
- Final Presentations and Peer Evaluation.
- Closing Remarks and Course Review.

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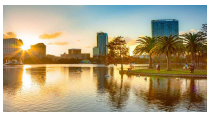


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 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

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