

# ADMINISTRATION, PUBLIC POLICY & GOVERNANCE



**GENTEX<sup>®</sup>**  
TRAINING CENTER



## Introduction

Administration, Public Policy & Governance Training Course prepares public administrators to manage institutions and shape policy within sound governance. Participants work through public administration principles and institutional structures, policy design and the policy cycle, governance and accountability frameworks, the regulatory and legal environment, budgeting and resource management, public service delivery and stakeholder engagement, and ethics, transparency, and performance review as one connected discipline. The programme links the services a government institution delivers with the governance that makes them accountable. As a result, learners gain a practical method for administration and policy work. Furthermore, the course strengthens governance judgement, policy skill, and accountability.

## Administration, Public Policy & Governance Course Objectives

- Explain public administration principles and institutional structures.
- Apply policy cycle stages: agenda, design, decision, implementation, evaluation.
- Apply policy instruments: regulation, incentives, provision, information.
- Apply governance frameworks and accountability mechanisms.
- Apply regulatory impact assessment and legislative review basics.
- Apply public budgeting, resource allocation, and financial control.
- Apply public service delivery standards and citizen-centric design.
- Apply stakeholder engagement and consultation methods.
- Apply ethics, transparency, and anti-corruption principles.
- Apply performance measurement, reporting, and public accountability.

## Course Methodology



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- Interactive sessions built on public administration and governance cases.
- Workshops on policy design, regulatory impact assessment, and governance mapping.
- Group exercises on budgeting, service delivery standards, and consultation.
- Hands-on practice with policy briefs, governance charters, and performance reports.
- Simulation of a policy decision meeting and a public consultation.
- Facilitator coaching and peer review on personal governance plans.

## Who Should Take This Course

- Public sector administrators and government officials.
- Policy analysts, advisors, and researchers.
- Governance, compliance, and oversight officers.
- Program and service managers in public institutions.
- Legal and regulatory affairs staff in government.
- Consultants advising on public administration and governance.

## Administration, Public Policy & Governance Course Outlines

### Day 1: Public Administration Foundations

- Public administration principles and its role in the state.
- Institutional structures and separation of powers.
- Central, regional, and local administration.
- Public service values and the public interest.
- Bureaucracy, delegation, and administrative discretion.
- Civil service systems and accountability lines.





- Case discussion: a policy that failed at implementation, not design.

## Day 2: Public Policy Design and the Policy Cycle

- Agenda setting and evidence in policy-making.
- Problem definition and root cause analysis.
- Policy instruments and instrument mix selection.
- Policy design, objectives, and success criteria.
- Regulatory impact assessment (RIA) basics.
- Consultation and stakeholder analysis.
- Workshop: designing a policy option with clear criteria.

## Day 3: Governance and Accountability Frameworks

- Governance principles: transparency, accountability, participation.
- Governance structures and institutional roles.
- Regulatory and legal frameworks for public bodies.
- Separation of duties and control in public administration.
- Three lines model and internal oversight in government.
- Governance charters and delegation of authority.
- Exercise: mapping governance and accountability for an entity.

## Day 4: Public Budgeting and Service Delivery

- Public budgeting cycle and budget preparation.
- Resource allocation, prioritization, and fiscal discipline.
- Financial control, procurement integrity, and audit trails.
- Performance budgeting and results-based management.

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- Service delivery standards and citizen charters.
- Digital government and administrative simplification.
- Simulation: prioritising a constrained public budget.

## Day 5: Ethics, Performance, and Public Accountability

- Ethics, integrity, and conflict of interest management.
- Anti-corruption frameworks and whistleblowing.
- Transparency, open data, and access to information.
- Performance measurement and public reporting.
- Oversight bodies, audit, and parliamentary review.
- Continuous improvement and institutional learning.
- Capstone: presenting a governance and policy improvement plan.

## Conclusion

By successfully completing Administration, Public Policy & Governance, participants will gain a practical command of public administration principles, policy design and the policy cycle, governance and accountability frameworks, regulatory impact assessment, public budgeting and service delivery, and ethics, performance and public accountability. They will acquire skills in policy design, governance mapping, public budgeting, and accountability reporting that improve institutional performance and public trust. Gentex Training Center designs the programme to help professionals work across administration, policy and governance with confidence.





## FAQs for the Administration, Public Policy & Governance course

### Q1 What is the "Administration, Public Policy & Governance" course about?

It prepares public administrators to manage institutions and shape policy within sound governance. The course spans public administration foundations, policy design and the policy cycle, governance and accountability frameworks, public budgeting and service delivery, and ethics, performance and public accountability.

### Q2 What are the key benefits of the "Administration, Public Policy & Governance" course?

You gain a practical method for administration and policy work that links the services a government institution delivers with the governance that makes them accountable. The course improves policy design and governance mapping, strengthens budgeting and service delivery standards, sharpens ethics and transparency practice, and gives you performance and accountability reporting that raises institutional trust.

### Q3 What skills will I gain from the "Administration, Public Policy & Governance" course?

You will develop four core skills: public administration and institutional management, policy design with the policy cycle and regulatory impact assessment, governance, accountability and control framework application, and public budgeting with service delivery and accountability reporting.



## Q4 What tools, methods, or standards are covered in the "Administration, Public Policy & Governance" course?

The course covers public administration principles and the role of the state, institutional structures and separation of powers, central, regional and local administration, public service values and the public interest, bureaucracy, delegation and administrative discretion, civil service systems and accountability lines, agenda setting and evidence in policy-making, problem definition and root cause analysis, policy instruments and instrument mix selection, policy design, objectives and success criteria, regulatory impact assessment (RIA) basics, consultation and stakeholder analysis, governance principles of transparency, accountability and participation, governance structures and institutional roles, regulatory and legal frameworks for public bodies, separation of duties and control in public administration, the three lines model and internal oversight in government, governance charters and delegation of authority, the public budgeting cycle and budget preparation, resource allocation, prioritization and fiscal discipline, financial control, procurement integrity and audit trails, performance budgeting and results-based management, service delivery standards and citizen charters, digital government and administrative simplification, ethics, integrity and conflict of interest management, anti-corruption frameworks and whistleblowing, transparency, open data and access to information, performance measurement and public reporting, and oversight bodies, audit and parliamentary review.



## Q5 How is the "Administration, Public Policy & Governance" course applied in real-world practice?

Participants apply it to real work such as designing a policy option with clear criteria, conducting a regulatory impact assessment, mapping governance and accountability for an entity, preparing a budget submission under fiscal constraints, setting a citizen service charter, handling a conflict of interest case, and presenting a governance improvement plan. The same methods support oversight reporting and institutional learning.