Training course on Administrative Law and Regulatory Affairs

Professional Development Training Course Outline

Category	Legal Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In modern governance, the pervasive influence of administrative law and regulatory affairs shapes virtually every aspect of public and private life. As governments expand their roles in complex areas such as environmental protection, public health, finance, and telecommunications, they delegate extensive powers to numerous administrative agencies and tribunals. These bodies are responsible for developing, implementing, and enforcing a vast array of regulations, policies, and permits, directly impacting businesses, individuals, and civil society organizations. Understanding the legal framework governing these agencies, their decision-making processes, and the avenues for judicial review is paramount for effective engagement, regulatory compliance, and ensuring accountability in administrative action. Training Course on Administrative Law and Regulatory Affairs is meticulously designed to equip professionals with a practical and theoretical mastery of these critical legal disciplines, enabling them to navigate the intricacies of the regulatory state with confidence and expertise. This course will delve into the fundamental principles that govern administrative action, including concepts such as delegated legislation, procedural fairness, natural justice, and the various grounds for challenging agency decisions. Participants will explore the powers and limitations of administrative bodies, learn how to effectively interpret statutory mandates, engage in public consultations, and understand the processes for licensing and enforcement. Special attention will be paid to the mechanisms for ombudsman oversight, administrative appeals, and the crucial role of transparency in bureaucratic operations. By analyzing landmark cases and engaging with real-world regulatory challenges, attendees will develop the strategic acumen necessary to advise clients, influence policy, and ensure that administrative power is exercised lawfully, fairly, and in the public interest, thereby strengthening good governance and promoting regulatory efficiency.

Programme Curriculum

Training Course on Administrative Law and Regulatory Affairs

Introduction

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This course will delve into the fundamental principles that govern administrative action, including concepts such as **delegated legislation**, **procedural fairness**, **natural justice**, and the various grounds for challenging agency decisions. Participants will explore the powers and limitations of administrative bodies, learn how to effectively interpret **statutory mandates**, engage in **public consultations**, and understand the processes for **licensing** and **enforcement**. Special attention will be paid to the mechanisms for **ombudsman** oversight, **administrative appeals**, and the crucial role of **transparency** in bureaucratic operations. By analyzing landmark cases and engaging with real-world regulatory challenges, attendees will develop the strategic acumen necessary to advise clients, influence policy, and ensure that administrative power is exercised lawfully, fairly, and in the public interest, thereby strengthening **good governance** and promoting **regulatory efficiency**.

Course Objectives

Upon completion of this course, participants will be able to:

1. Define **Administrative Law** and its fundamental principles within the legal system.
2. Identify the powers, functions, and limitations of **administrative agencies** and **regulatory bodies**.
3. Understand the concept of **delegated legislation** and its legal implications.
4. Apply principles of **procedural fairness** and **natural justice** in administrative decision-making.
5. Analyze various grounds for **judicial review** of administrative action.
6. Navigate the process of **public consultation** and stakeholder engagement in regulation.
7. Interpret and apply **regulatory statutes** and **subordinate legislation**.
8. Understand the legal requirements for **licensing**, **permitting**, and **enforcement** by agencies.
9. Assess the role of **ombudsman** and other oversight mechanisms in administrative accountability.
10. Develop strategies for effective **regulatory** compliance and risk management.
11. Explore the concept of **regulatory impact assessment** and its importance.
12. Discuss emerging trends in **administrative justice** and **regulatory reform**.
13. Formulate effective appeals against administrative decisions.

Target Audience

This course is designed for professionals who interact with administrative agencies, are involved in regulatory processes, or require a deeper understanding of the legal principles governing public administration:

1. **Legal Professionals:** Lawyers, paralegals, and legal advisors working in public law, corporate compliance, and government relations.

2. **Public Servants & Administrators:** Officials at all levels of government involved in policy implementation, regulation, and decision-making.
3. **Compliance Officers:** Professionals responsible for ensuring their organizations adhere to industry-specific and general regulations.
4. **Business Owners & Managers:** Individuals whose operations are significantly impacted by government regulations and administrative processes.
5. **Policy Analysts & Advocates:** Professionals working for NGOs, think tanks, or lobby groups seeking to influence regulatory outcomes.
6. **Consultants:** Advisors assisting clients in navigating complex regulatory environments and obtaining necessary permits.
7. **Engineers & Environmental Specialists:** Professionals whose projects require specific regulatory approvals and compliance.
8. **Anyone** seeking to understand how government agencies operate and how their decisions can be challenged.

Course Duration: 5 Days

Course Modules

Module 1: Foundations of Administrative Law

- Definition and Scope of Administrative Law
- Historical Development and Growth of the Administrative State
- Relationship with Constitutional Law and the Rule of Law
- Sources of Administrative Power: Statutes and Delegated Authority
- The Concept of Public Bodies and Administrative Agencies

Module 2: Powers and Functions of Administrative Agencies

- Types of Administrative Powers: Legislative, Executive, Quasi-Judicial
- Delegated Legislation: Bylaws, Regulations, Orders, and Directives
- Limits on Delegated Powers: Ultra Vires Doctrine
- Policy Making and Discretion in Administrative Action
- Functions of Regulatory Bodies across Sectors (e.g., environment, finance, health)

Module 3: Procedural Fairness and Natural Justice

- The Duty to Act Fairly: When it Arises and its Scope
- The Rule Against Bias (Nemo Judex in Causa Sua)
- The Right to be Heard (Audi Alteram Partem): Notice, Opportunity to Respond, Oral Hearings
- Reasons for Decisions and Legitimate Expectations
- Procedural Requirements in Rule-Making and Adjudication

Module 4: Judicial Review of Administrative Action - Grounds

- The Doctrine of Judicial Review: Purpose and Scope
- Grounds for Judicial Review: Illegality, Irrationality, Procedural Impropriety
- Abuse of Discretion: Unreasonableness, Improper Purpose, Relevant/Irrelevant Considerations
- Proportionality and Substantive Fairness as Grounds for Review
- Remedies in Judicial Review: Certiorari, Mandamus, Prohibition, Declarations, Injunctions

Module 5: Administrative Appeals and Alternative Dispute Resolution

- Distinction between Judicial Review and Administrative Appeals
- Role and Powers of Administrative Tribunals and Boards
- Internal Review Mechanisms within Agencies
- Alternative Dispute Resolution (ADR) in Administrative Matters
- Ombudsman and Other Oversight Bodies: Functions and Powers

Module 6: Regulatory Processes: Licensing, Permitting, and Enforcement

- Legal Frameworks for Licensing and Permitting Regimes
- Application and Renewal Processes for Licenses and Permits
- Compliance Monitoring and Inspection Powers of Agencies
- Enforcement Tools: Warnings, Fines, Orders, Sanctions
- Due Process in Enforcement Actions and Administrative Penalties

Module 7: Public Consultation and Stakeholder Engagement

- Importance of Public Participation in Regulatory Processes
- Legal Requirements for Public Consultation and Notice
- Best Practices for Engaging Stakeholders in Rule-Making
- Transparency in Government Decision-Making and Access to Information
- Role of Lobbying and Advocacy in Regulatory Affairs

Module 8: Regulatory Reform and Contemporary Challenges

- Principles of Good Regulation: Efficiency, Effectiveness, Proportionality
- Regulatory Impact Assessment (RIA) and Cost-Benefit Analysis
- Deregulation vs. Re-regulation Debates
- Challenges: Regulatory Capture, Emerging Technologies, Crisis Management
- Future Trends in Administrative Law and Regulatory Governance

Training Methodology

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.
- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.
- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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