Training Course on Management Development Programme for Administrative Officers

Professional Development Training Course Outline

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

Course Introduction

In the contemporary fast-changing administrative environment, the necessity for strategic leadership, proper governance, and future-ready administrative competences has never been more essential. The training course on Management Development Programme (MDP) for Administrative Officers is a revolutionary training approach customized to equip senior and mid-level officers with cutting-edge competencies in policy implementation, management of crisis, organizational leadership, a data-driven judgment. Through immersive learning, interactive simulations, and practical applications, this program fosters a culture of excellence in public administration and institutional management.

Built to enhance the effectiveness of administrative personnel, this MDP empowers officers to thrive in complex environments by reinforcing competencies in communication strategy, digital transformation, regulatory compliance, and ethical leadership. Participants will benefit from exposure to real-world case studies, AI-powered administration tools, and cross-functional team-building exercises, ensuring their readiness to lead with innovation and accountability.

Programme Curriculum

Training Course on Management Development Programme for Administrative Officers

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Course Objectives

1. Develop adaptive leadership skills for administrative efficiency.
2. Enhance digital governance capabilities in public sector roles.
3. Strengthen policy implementation strategies and techniques.
4. Promote data analytics in decision-making processes.
5. Cultivate emotional intelligence for leadership effectiveness.
6. Master strategic communication for stakeholder engagement.
7. Drive innovation in public administration using emerging technologies.
8. Foster team synergy and collaborative problem-solving.
9. Advance skills in regulatory and legal frameworks.
10. Build resilient crisis management capabilities.
11. Embrace ethical leadership and transparency in governance.
12. Integrate project management tools into administrative functions.
13. Leverage AI and automation in administrative operations.

Target Audience

1. Mid-level Administrative Officers
2. Senior Government Officials
3. Policy Executives and Advisors
4. District and Regional Heads
5. Human Resource Managers in Public Sector
6. Municipal Corporation Officers
7. Ministry Department Coordinators
8. Public Sector Project Managers

Course Duration

- 5 days

Course Modules

Module 1: Strategic Leadership for Administrators

- Fundamentals of adaptive leadership
- Vision setting and goal alignment
- Leading with influence and impact
- Empowering teams through shared vision
- Leadership challenges in the public sector

Module 2: Digital Transformation and E-Governance

- Introduction to digital governance
- Leveraging AI and big data
- Cybersecurity awareness
- Digital tools for workflow automation
- Smart governance case studies

Module 3: Crisis and Risk Management

- Identifying organizational risks
- Crisis communication protocols
- Disaster response frameworks
- Stress management for leaders
- Building institutional resilience

Module 4: Data Analytics for Decision-Making

- Basics of public sector data analysis
- Tools for data visualization
- Predictive analytics in administration
- Evidence-based decision-making
- Performance measurement systems

Module 5: Policy Implementation and Evaluation

- Lifecycle of public policies
- Stakeholder mapping techniques
- Monitoring and evaluation frameworks
- Challenges in policy execution
- Feedback and course correction methods

Module 6: Communication and Stakeholder Management

- Public speaking for administrators
- Effective written communication
- Media and press handling
- Engaging with citizens and civil society
- Building internal communication systems

Module 7: Ethics, Compliance, and Integrity

- Ethical decision-making frameworks
- Transparency and accountability tools
- Anti-corruption policies
- Regulatory compliance essentials
- Institutional code of conduct

Module 8: Project and Change Management

- Project planning fundamentals
- Change leadership models
- Agile and lean methods in public projects
- Monitoring timelines and deliverables
- Evaluating impact and sustainability

Training Methodology

- **Interactive Workshops:** Facilitated sessions focusing on active participation and collaborative learning.
- **Simulation-Based Learning:** Immersive simulations that replicate real-world challenges to develop decision-making and problem-solving skills.
- **Expert-Led Webinars:** Live sessions with industry professionals offering insights, best practices, and current trends.
- **Real-Life Case Studies:** In-depth analysis of actual scenarios to apply theoretical concepts in a practical context.
- **Group Activities:** Team-based tasks that encourage collaboration, communication, and peer learning.
- **Reflective Assignments:** Individual tasks designed to promote critical thinking and self-assessment.
- **Peer Assessments:** Structured feedback exercises to encourage engagement and diverse perspectives.
- **Scenario Planning Sessions:** Strategic exercises where participants evaluate potential futures and develop adaptable action plans.

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

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com