

Next generation human resources

Transforming people management
in the public sector



BAC

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One-week workshop
20 to 24 June 2016

About the workshop

Our workshop, which is held in London, uses the experience in the UK and internationally to focus on:

- The modernising agenda to develop public sector people so that they can deliver enhanced public services
- The variety of new ways public sector organisations are managing and developing their people
- The best people management processes for delivering “best in class” talent and learning and development
- Public sector human resources (HR) reform and improving capability of civil servants to work collaboratively and deliver services effectively and efficiently.

We will cover the practical issues surrounding the management of public servants, as well as the main themes being addressed in the UK Government’s programme of reforming and modernising HR.

This workshop can be linked to two of our other annual workshops - Choosing the Right People and Public Service Commissions.

Who is it for?

The workshop is designed to meet the needs of senior policy makers and managers and their senior staff, HR managers and others involved in leading or managing public servants. It will also be relevant for people responsible for improving civil service efficiency, effectiveness and performance in their respective public services.

How participants will benefit

The workshop is designed to:

- Explore the UK approach to improving the effectiveness of the civil and public service and the capabilities required for staff at all levels
- Enable you to consider the people framework and understand the stages and the requirements of HR managers and other staff who manage/lead staff
- Give you an opportunity to explore the work of the UK Government’s Civil Service Resourcing and Learning, Ministries and Agencies responsible for civil and public service and understand the types of work undertaken by public servants and the new approaches to developing capability
- Provide a forum for you to review and improve your approach to managing people and creating and maintaining teams
- Encourage you to share your own experiences, review your own challenges and prepare an action plan to meet those challenges.

What the workshop will cover

The workshop will include presentations and discussions, and involve sessions with practitioners leading and managing people and others concerned with managing central Government Ministries and public service organisations. It will also include visits to key relevant institutions and will provide ample opportunity for you to share your own experiences and to speak directly to those responsible for policies and decisions. We will include practical skills

development and mock performance meetings and feedback sessions. You will be invited to give a brief presentation about your role and challenges for the future, so a small amount of preparation will be needed.

Workshop notes, presentations and a range of different materials will be provided on a USB key for future reference and follow up.

Programme outline

	AM	PM
Day 1	<p>Welcome and introductions</p> <p>Overview of people framework for the UK Civil Service</p> <p>Participants' informal presentations</p>	<ul style="list-style-type: none"> – Civil service reform: implications for developing people capability – Civil service reform: induction and the first 90 days; performance management overview
Day 2	<p>Core Competence Framework and the professions</p> <p>Promotions and transfers – UK Civil Service: processes</p>	<p><i>Visit to a Civil Service Department</i></p>
Day 3	<p>Effective people management to support public sector transformation</p> <p>Managing high performing teams and group work</p>	<p>Overview of managing talented people</p> <p>Talent management for all: practical case study from a public sector organisation</p>
Day 4	<p>Learning and development: review of roles, types of learning, design, delivery including e-learning and evaluation</p> <p><i>Visit to Civil Service Learning</i></p>	<p>Managing performance: skills of managers</p> <p>Practice and feedback delivery performance messages</p>
Day 5	<p>Planning for change: employee engagement and well-being</p> <p>Group work reviewing participants' challenges and action steps</p>	<p>Review and closure</p> <ul style="list-style-type: none"> – Presentations by participants – Review, feedback and scope for follow-up – Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports if you let us have your flight details in good time. The cost of airport transfers is included in the workshop fee.

Fees

The fee for the workshop will be £1,915. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes a light lunch and refreshments during each working day.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £140 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

We also offer a 10% discount on the tuition fee if a funding organisation sponsors more than two participants on any PAI Workshop in any one calendar year. Please ensure that when you book your third and any subsequent participant (in any one calendar year) you let us know, so we can apply the discount.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept a substitute at any time without penalty. Also, it is possible to transfer to a future workshop. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions (<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>). If you would prefer a hard copy of our full terms and conditions, please let us know.

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

Who we are

PAI specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

¹Travel to and from the airport in London and on scheduled visits during the workshop are provided at cost

Workshop Director

The Workshop Director will be Janet Waters. Organisational development, HR and learning and development were the specialisms of Janet's career in the UK Civil Service. Her experience included leading large teams of trainers in various UK Ministries and working as a senior HR professional. She regularly recruited staff into her teams and trained others to manage the selection and recruitment process in most Ministries. She worked

for the Cabinet Office, the Ministry of Justice and the Home Office and led the Centre for Strategic Leadership and the International Consulting Team at the National School of Government.

Janet works as a consultant in the public and private sector and speaks regularly about the UK Civil Service to international delegations.

How to apply

Please complete the PAI application form and post, fax or email it to:

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You can also apply online. Please see our website for details:
www.public-admin.co.uk

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact:

Claire Cameron
Director
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We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

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