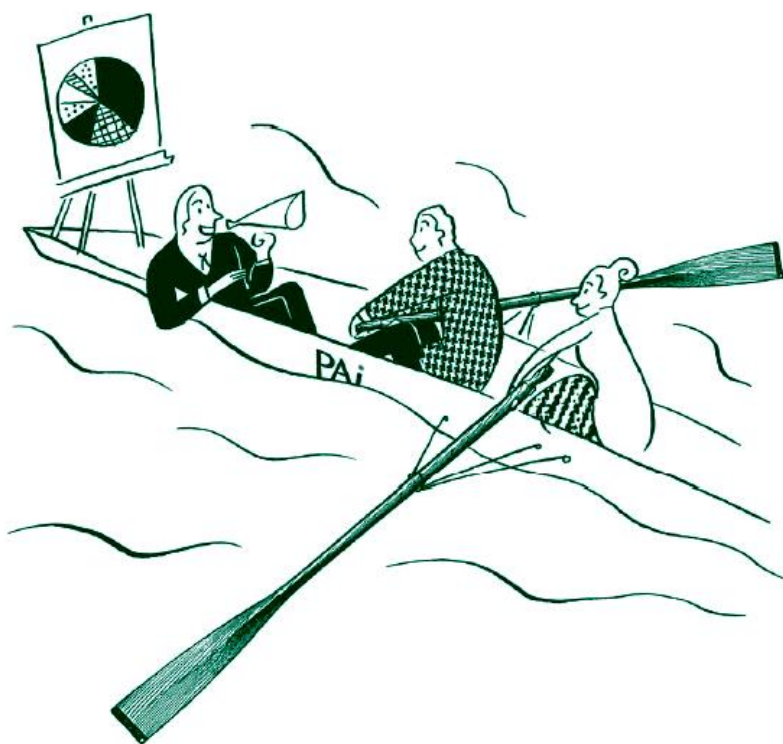


Re-Energising the Public Sector

Motivation, productivity and getting results from leaders, managers and frontline staff



One-week professional development workshop
11 to 15 December 2023 in London



BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshop

One of the biggest issues challenging the public sector is measuring effectiveness of public service delivery. Public sector bodies need to be outcome oriented and think in terms of performance impact aligned with their core business as a public body. Performance evaluation often relies on the output of people's work and the type of impact it has on a particular outcome. All organisations depend on their leaders, managers and frontline staff to fulfil their organisation's mandate and achieve these outcomes and results. We are at present in unprecedented times and never has the public sector been required to deliver their services in such challenging times and in particular, getting the best out of their people is crucial.

Those who are leading their organisations at present have huge demands and pressure on them. This five-day workshop will give those leaders and senior managers an opportunity to take some time to reflect and gather their thoughts for the future with a view to delivering enhanced services to the public, as well as recognising the need to increase productivity, motivate their teams and develop a committed workforce to ensure key services are delivered.

Who is the workshop for?

Directors, senior managers or managers who have been newly promoted and who are keen to enhance and develop their skills and thinking. This is an excellent opportunity to network and explore a range of tools and new ways to energise your teams and yourself for the future journey with your organisation.

How participants will benefit

During the week you will be able to:

- Take time to reflect on the challenges and plan for the future as a leader
- Consider the impact COVID-19 had on your organisation
- Identify areas for improvement and be enabled to create a plan to implement the changes
- Explore new ways of working and thinking
- Exchange learning with like-minded leaders, through the use of leadership action groups
- Look to the future with a positive mindset and create enthusiasm and commitment in your teams.

What the workshop will cover

During the week we will address:

- Reviewing the business outcomes required for the future
- New ways for your staff to plan and deliver the future requirements of the service
- Your effectiveness and that of your teams so as to add more value to your organisation
- Motivation and team culture
- How mindset affects productivity
- Encouraging positive mental attitudes in the workplace
- Understanding the principles of "lean thinking" to streamline operations and identify wasted or unnecessary effort, decisions and processes
- The benefits of building strong and highly engaged leadership teams and the effects it will have in building a more productive organisation
- Working together on strategic and creative thinking
- Improving collaboration and communication
- Breaking down silos and creating cross-departmental collaboration
- Developing decision-making abilities and problem-solving skills
- Introducing executive coaching as a leadership tool for individual development.

Programme outline

	AM	PM
Day 1	Welcome and introductions Personal objectives Reflecting on the impact of COVID-19 on your organisation, teams and individuals Using an organisational reflection tool: group discussions	The importance of organisational culture Research and models of culture The role of leaders in a post COVID-19 world Introducing leadership action groups Peer groups
Day 2	Building a top team: tools and techniques to enhance and strengthen your organisation Review of your organisational strategy Understanding what motivates individuals and teams	Strategic thinking How to use a strategic thinking model: individual reflection and discussions Exploring creative thinking as a leader
Day 3	The importance of communicating with your teams to build and encourage collaboration across your organisation	New ways for your staff to deliver the future for your organisation Leadership learning groups: peer group work
Day 4	Encouraging your staff to solve problems and make decisions Building trust with your staff	Ensuring that staff know what the future looks like: participants' individual presentations
Day 5	Executive coaching tools and approaches Peer coaching session	Presentations of key learning Review and evaluation of the workshop Presentation of certificate of attendance

We reserve the right to change the programme as necessary.

Workshop Director

The Workshop Director will be Ann Hall.

Ann is a qualified and very experienced trainer who has been designing and delivering training sessions and programmes for over 20 years. Ann's creative approach to training is to ensure that participants are fully engaged and can participate actively in the learning event. She has designed a wide range of human resources, leadership, coaching and training programmes, as well as negotiation and mediation skills programmes in both the UK and overseas. Ann has delivered training in approximately 17 countries, including Botswana, The Gambia, Libya, Uganda, Thailand, Bahrain and St Lucia. She has also worked widely in the UK and other European countries. Ann is a qualified workplace mediator through the Law Society and has undertaken numerous mediation cases in both the public sector and the private sector. She is qualified by the Chartered Institute of Personnel and Development as a coach and is currently working with senior civil servants as an associate executive coach.

How to apply

Please complete the PAI application form online via our website:

www.public-admin.co.uk/booking-form/

You can also complete our hard copy application form. Please contact us at pai@public-admin.co.uk to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

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

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.

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 into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

Fees

The fee for the workshop will be £2,455. It includes tuition, travel to and from the airport in London, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We provide a light lunch and refreshments during each working day as part of the fee.

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 £160 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 and 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 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

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

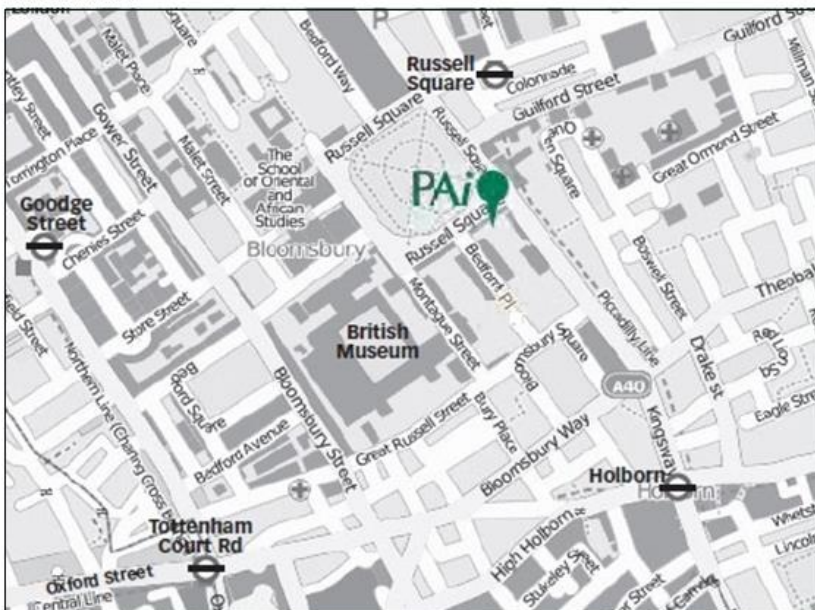
Who we are

PAI (Public Administration International) 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 in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

Where we are



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