



LEADERSHIP DEVELOPMENT PROGRAMME

Module 1

01-02 December 2015

OUTLINE PROGRAMME



Module 1: Strategic leadership, good governance and policy formulation

- Managing personal learning through the programme and techniques for applying and implementing;
- Public service overview - seeing the big picture and defining the purpose and function of public service; delivering services to citizens and stakeholders (national, local, business, men, women, children etc.);
- Leadership and good governance – a self-assessment exercise, analysis and priorities;
- Leadership, strategy and modern policy making: setting policy outcomes, direction and goals, 'joined up' government; politics, evidence and delivery;
- Strategic leadership, taking the longer and wider view; e.g. scenario planning, envisioning the future public service in the context of EU accession and membership;
- Principles of leading change in public services of the Western Balkans;
- End-of-module action planning.

Inter-module application: country learning set meeting to examine how group members could adopt and apply issues raised in their Ministries; self-assessment against practical leadership skills.

Learning Outcomes for Module1

By the end of the workshop you will have:

- Reviewed the leadership skills to lead strategically and considered application to your role and situation;
- Developed a greater understanding of the delivery principles of good public service and compared participants' approaches and challenges in their respective country;
- Recognised the link between good governance and effective leadership and reviewed your skills and development needs;
- Reviewed the stages and principles of effective public service change and applied this knowledge to your own change situation to review next steps;
- Contributed to and led discussions and presented views to the plenary group;
- Reviewed personal learning strategies and the importance of continuous development as a leader.

Workshop content

Leadership development workshops will be delivered by two consultants engaged through Public Administration International (PAI), UK. Their design for the three two-day workshops is based on the sector knowledge series and the many programmes they have successfully run to develop leadership capability in an international environment.

PAI's consultants, Janet Waters and Sheena Matthews, are leading facilitators of this training which has its roots in PAI's contacts within the region, the UK civil service and other international work PAI undertakes. This strong position and experience has already benefited many organisations and allows PAI to be at the forefront of developments and innovations in public sector capability building.

Agenda

The agenda is flexible and will be reviewed on the day to take account of participants' needs

Day 1: Tuesday 1 December 2015

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| 09:00 - 09:15 | Welcome, overview of the Leadership Development Programme and introductions – <i>participants introduce themselves</i> |
| 09:15 – 10:30 | Personal and country objectives - group work and discussion |
| | Working together during all modules – agreeing ground rules for effective working together |
| | Managing personal learning and developing leadership skills – introduction to the learning cycle and managing a learning log. Review of the importance of continuous learning as a leader |
| 10:30 - 10:45 | Coffee |
| 10:45 - 12:45 | Public service – a view from participants' countries – group presentations to share understanding and criteria for improving public service. Presentations describe <ul style="list-style-type: none"> • <i>What is working?</i> • <i>What needs to change?</i> • <i>What's their role in improving future public services?</i> • <i>The top three issues for their country</i> |
| | Trends in public service – Input and discussion on current and anticipated trends in the delivery of public service |
| 12:45 - 13:45 | Lunch |
| 13:45 - 15:30 | Public service priorities – group work to determine national and local level priorities. Discussion and input with comparative analysis from other countries and different national and local agendas |
| 15:30 - 15:45 | Tea and discussions - to establish three pieces of information from participants that you want to know more about |
| 15:45 - 17:00 | Leadership exercise – in groups with a leader vision exercise – thinking 10 years ahead develop a vision, goal and key points of interest for a front page article |
| | Presentations from each group |
| | Review of leading and working together – identify critical leadership attributes to achieve the goal. Introduce “Leading Strategically” behaviours |
| | In pairs - review of the day and personal learning |
| 17.00 | Close |

Day 2: Wednesday 2 December 2015

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| 09:00 - 10:30 | Review, insight and Day 2 programme |
| | Principles of change – Overview of the stages of change |
| 10:30 - 10:45 | Coffee |
| 10:45 - 12:45 | Review of the stages of changes in participants' countries/regions – links to strategy, policy, implementation of change |
| 12:45 - 13:45 | Lunch |
| 13:45 - 15:30 | Leadership and good governance – good governance model; self-assessment questionnaire, discussion and review of critical leadership skills |
| 15:30 - 15:45 | Tea |
| 15:45 - 17:00 | Joined up government – models and examples , discussion |
| | Review of public service challenges – country group work using Force Field Analysis and presentations <ul style="list-style-type: none"> • <i>What can you do in your role?</i> • <i>What can you apply from the tools we have discussed?</i> • <i>What can you influence for better outcomes in the short, medium and longer term?</i> |
| | Trade Fair – sharing ideas and experiences that you can offer others |
| | Learning and support groups – process for inter-workshop meeting and review |
| | Next steps – commitment to next steps and preparation for workshop 2 |
| 17.00 | Evaluation and close |