

Enhancing Leadership & Policy Implementation Skills In the SADC Public Sector

26-29 August 2008
Gaborone Sun
Gaborone, Botswana

*An Executive Training Programme
Delivered by:*



CESPAM

Centre of Specialisation in Public Administration and Management

Department of Political and Administrative Studies

Faculty of Social Sciences

University of Botswana



Background:

Rapid changes in socio-economic, political and technological environments have had a profound effect on the public sector. In response, governments around the world are implementing several *Public Sector Reform* initiatives. These include: legal and regulatory changes, the implementation of E-government initiatives, new and emerging governance structures, decentralisation, new methods of customer service delivery, monitoring and managing the performance of public servants, and enhanced citizenship engagement.

New approaches to *Public Sector Management* have been developed to better respond to the changes brought about by these initiatives and the effects they have on government institutions. Some of these new approaches involve governments experimenting with new forms of alternative service delivery and public-private partnerships; introducing business process re-engineering; renewing emphasis on project management, team building and leadership; managing performance and risk; and introducing business models to assess programme performance and to undertake strategic planning. As a result, there is a new emphasis on recruiting, developing and the training of human capital, which is critical to the operation of government institutions.

Rationale:

In October 2007, CESPAM/CAPAM delivered a leadership seminar in Botswana - *Enhancing Leadership and Policy Implementation Skills*. Over the last seven years the CESPAM/CAPAM partnership has offered a number of high level executive courses aimed at improving the knowledge on public sector issues that are particularly relevant to the SADC public services and bringing senior public sector managers 'up to speed' on best practices and new ideas in public sector management and governance.

Leadership has emerged as the single most important factor to effect progressive change. Both SADC member states and the international community have recognised that a key element in implementing new ideas, writing new policies, and instituting new management procedures in the public services is the presence of good and effective leadership.

Target Audience:

- Senior and (Potential) Public Service Managers
- Managers of State Corporations and Agencies
- Senior Managers in Local government agencies

Objectives:

- Identify the skills and attributes needed to be a successful leader
- Understand the issues and challenges of anticipating, analysing, managing and implementing a change process
- Review the essential skill-sets required to foster positive cooperation and coordination within their organisation
- Understand the issues and challenges of enhancing performance at the individual, team and organisation levels
- Provide participants with a thorough understanding of the leadership function
- Understand how to develop new policies and to plan and lead the implementation of these within the organisation

Content:

- The function of Leadership in the Public Sector
- Contemporary issues and obstacles impacting effective implementation of programmes in the SADC public sector
- Leadership and implementation of change management
- Leading organisations in developing and implementing new policies and reviewing, analysing and updating existing policies
- Leading the process to foster positive cooperation and collaboration
- Do's and Don'ts of effective leadership

Registration Details:

Date: 26 – 29 August 2008
Location: Gaborone Sun, Gaborone Botswana
Registration Fee*: USD\$950 for CAPAM members (USD\$1,050 for non-members)
Deadline: 15 August 2008

**Includes all lunches, tea breaks, seminar materials and a certificate upon completion of the programme.*

Kindly note:

- Participants will settle their own hotel and transport costs directly. Hotel information included below.
- Participants are advised to take out adequate personal and health insurance
- Participants are responsible for obtaining the appropriate entry Visas (see: <http://botswana.visahq.com/requirements>)

Suggested Hotels:

- Please mention "*University of Botswana, CESPAM Seminar*" when making a reservation to ensure discounted price.
 - For additional information regarding accommodation please contact CESPAM.
1. **Gaborone Sun Hotel** – Tel: 267 3616000; Fax: 267 3902555; email: gabsres@sunint.co.za. Single Room P552.00 (USD\$92.00). Rate includes breakfast.
 2. **Mondior Summit** – Tel: 267 3190600; Fax: 267 3190660; email: info@gab.mondior.com. Single Room P682.00 (USD\$113.00). Rate does not include breakfast.
 3. **Lolwapa Lodge** – Tel: 267 3184865; email: obibotswana@yahoo.com. Single Room P220.00 (USD\$36.00 and Double Room P255 (USD\$42.00). Rates include breakfast.
 4. **The President Hotel**- Tel: 267 395 3631; Fax: 267 395 1840; Email address: bwpresident@info.bw. Single room P710.00 (USD\$111.14), Double room P844.00 (USD\$132.12). Rates do not include breakfast.

Contact:

If you are interested in participating in this seminar please complete the registration form and email or fax the information to:

Dr Dorothy Mpabanga
The Deputy Director, CESPAM
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University of Botswana
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Tel: +267 3552737/9; Fax: +267 3170706
mpabanga@mopipi.ub.bw / cespam@mopipi.ub.bw

Or

Ms. Lucy Knight
Manager, Events & Programmes
The Commonwealth Association for Public Administration and Management
L'Esplanade Laurier
300 Laurier Avenue West, West Tower, Room A-1245
Ottawa, ON, K1A 0M7, Canada
Tel: +1-613-996-5026; Fax: +1-613-947-9223
lknight@capam.org

Registration Form:

Surname _____ First Name _____
Title _____ Organisation _____
Address _____ Sponsoring Organization _____
Telephone _____ Fax _____
Email _____
Arrival date _____ Departure date _____
Special needs _____
(i.e. Dietary Requirements)

Payment information:

CAPAM Individual/Institutional Members*: US\$950
Non-Members US\$1,050

**Please indicate your CAPAM Membership number:* _____

Method of Payment:

credit card international money order cheque drawn on a US bank electronic transfer*
**contact CESPAM for information*

AMEX VISA MasterCard

card number _____

expiry date _____

signature _____

Kindly Note: *Cancelled registration after 18 August 2008 is subject to a \$200USD cancellation fee.*

About the Coordinating Organisations:



The Commonwealth Association for Public Administration and Management is a membership organisation dedicated to strengthening public management and good governance throughout the Commonwealth. CAPAM is a forum for its members — more than 1,000 senior elected and appointed public officials, academics and the institutions they serve throughout the Commonwealth — to exchange experience and access training seminars and materials for best practices in public administration. The depth and breadth of CAPAM's network has been further extended through its Affiliation Agreements with 27 national and regional associations of public administration in every region of the Commonwealth and in other parts of the world. CAPAM was established in 1994 and is headquartered in Ottawa, Canada.

CAPAM: Building Networks for Better Governance



CESPAM

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The Centre of Specialisation in Public Administration and Management, located at the University of Botswana, was set up by SADC in June 2000 to promote capacity-building in public administration and management. It was conceived as part of the long term strategy to meet the demand for higher education and practical training for senior/middle managers and other officials from the SADC region, primarily in the public sector but also in the private sector. CESPAM currently receives funding from the University of Botswana. The center encourages participation in this unique discussion exploring possible responses to the human resource challenges SADC countries are facing resulting from the devastation associated with HIV/AIDS.