

Enhancing Leadership In Financial Administration & Accountability

Gaborone, Botswana
April 21-23, 2009



CAPAM Enhancing Leadership Series

The Commonwealth Association for Public
Administration & Management

in partnership with

Centre of Specialization in Public Administration & Management,
The University of Botswana



Background

Competent and confident leadership is critical for today's Public Service as the best government policies and strategies rest on the shoulders of Executives and Managers entrusted with turning them into reality. Leaders define strategies, balance options and mobilize resources to achieve organizational objectives. Leaders also accept responsibility for their actions and are accountable for the outcomes of their decisions. Leaders are entrusted with public funds and are held accountable for their deployment in an effective, efficient and transparent manner. While budgets can be subdivided, and the authority to spend funds could be delegated to individual managers, the accountability for these funds remains at the top. This programme will build leadership competencies in establishing a culture of stewardship for public funds and examine strategies for financial administration and accountability.

Rationale

While leaders are accountable for public funds, they are not expected to be accountants nor financial managers. How can Public Service Executives and Managers focus on "the big picture" while at the same time discharge their stewardship responsibilities? What approaches can be used to support difficult trade off decisions between risks and results? What control mechanisms should be put in place that ensures transparencies and efficiencies of financial expenditures while avoiding inefficient processes and red tape? How can a leader instill a culture of professional ethics within his or her organization?

Audience

- Executives and Senior Public Service Managers
- Managers of State Corporations and Agencies
- Senior Managers in Local government agencies

Learning Objectives

- Develop understanding of core Public Service leadership competencies
- Appreciate your own leadership style, your strengths and your weaknesses
- Understand the principles of accountability, stewardship and financial management
- Learn practical strategies for managing risks, budget controls and financial reporting

Content

- Leadership competencies today's Public Service
- Leadership roles in stewardship, accountability and responsibility
- Principles of Financial Accountability
- Financial Accountability in the African environment
- Leading Risk Assessment, Management and Mitigation
- Leadership Values and Ethics

Registration Information

Location: Gaborone Sun, Gaborone Botswana
Deadline: 6 April 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:

1. Gaborone Sun Hotel – Tel 267 361 6000 Fax: 267 3902555. Discounted rate of P710.00 (approx.USD96.00) Single Room including breakfast. Please note that the participants have to mention that they are booking for the University of Botswana, CESPAM seminar in order to be given the discounted University of Botswana rate of – bed and breakfast room. Email address: gabsres@sunint.co.za
2. Mondior Summit – Tel 267 3190600 Fax: 267 3190660. Discounted rate of P680.00 (approx. USD113.00) Single Room without breakfast, participants should indicate that they are booking for the University of Botswana, CESPAM seminar. Email address: info@gab.mondior.com
3. Lindi Lodge, Gaborone Botswana, Tel: 00267 317897/395 3648. P220 USD 37.00 (share bathroom, P240.00 UDS 40.00 (en suite) participants should indicate that they are booking for the University of Botswana, CESPAM course.

Please visit www.capam.org for more hotels.

Registration Contacts:

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**Enhancing
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REGISTRATION FORM

CAPAM Members: \$950 USD

Non-Members: \$1050 USD

Please send your completed form to Lane Ramaologa,
Administration Officer, CESPAM, ramaologal@mopipi.
ub.bw.

PERSONAL INFORMATION:

() Mr. () Mrs. () Ms. () Dr. () Other (please specify) _____

First Name: _____

Last Name: _____

Job title: _____

Department: _____

Organization: _____

Mailing Address: _____

City: _____ Postal Code: _____ Country: _____

Email: _____ Telephone: _____ Fax: _____

REGISTRATION FEES:

CAPAM Individual/Institutional Members: () \$950 USD

Non-Members: () \$1050 USD

Join as a CAPAM Member (\$140USD) and Registration Fee (\$950): () \$1090 USD

METHOD OF PAYMENT:

() Credit Card () Electronic transfer *contact CESPAM for information () Int. Money Order

() Visa () MasterCard

Card #: _____

Expiry date: _____

Signature: _____

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