



Executive Development Programme for the Public Sector

Presented by the School of Public Management and Administration, University of Pretoria

The short course in **Executive Development Programme for the Public Sector** provides you with a professional skills development course aligned with the Senior Management Service (SMS) Competency Framework to acquire the appropriate skills set at an executive level. The programme will equip you as a senior manager in the public sector sphere with the requisite knowledge and skills to perform your day-to-day operations effectively in a democratic, developmental state. The programme covers key points of the competency framework, including areas of strategic planning and management, human resource management, financial management and budgeting, programme and project management, as well as knowledge and information management.

Programme content

- Module 1:** Strategic Capability and Leadership
- Module 2:** Programme, Project Management, Monitoring and Evaluation
- Module 3:** Public Finance Management and strategy
- Module 4:** Human Resource Management
- Module 5:** Public Policy and Problem Solving

NEXT PAGE 

Shifting knowledge to insight



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Learning outcomes

After successfully completing this programme, you will be able to do the following

Module 1: Strategic Capability and Leadership

- Develops and implements strategies for the organisation utilising in-depth knowledge of customers and clients, the conventions, changing trends, processes and constitutional framework of the Government
- Holds self-accountable for executing the strategy
- Builds and maintains a wide network of internal and external relationships to gain confidence, trust and respect from others
- Institutional perspectives on strategic capability and leadership
- Instructional imperatives towards a strategic capability
- Leadership in a system perspective and strategic capability and thinking
- Identify risks and mitigation strategies
- Putting all together: Strategic Innovation and Leadership.

Module 2: Programme, Project Management, Monitoring and Evaluation

- Manages multiple projects and balances priorities and conflicts between projects based on broader organisational goals
- Manages risks across multiple projects by examining total resource requirements and assessing the impact of projects on the day-to-day operations
- Modifies project approach and budget without compromising the quality of outcomes and the desired results
- Involves top-level political authority and other relevant stakeholders in the buying process
- Keeps abreast and applies international trends in project management
- Motivates and coaches project teams to achieve the highest project results
- Monitors policy implementation and puts in place procedures to manage risks.

Module 3: Public Finance Management and strategy

- Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility
- Manages financial planning, forecasting and reporting processes
- Prepares budgets that are aligned to the strategic objectives of the organisation/department
- Addresses complex budgeting and financial management issues

- Formulates long term financial plans and resource allocations
- Develops and implements systems, procedures and processes in order to improve financial management and advises on policies and procedures regarding asset control
- Dynamically allocates resources according to internal and external objectives (broader government objectives), coaches and teaches others on key financial concepts
- Develops expenditure Key Performance Indicators (KPIs)
- Succeeds in achieving maximum results with limited resources
- Assists others with financial accounting/reporting tasks, analyses projections in reports.

Module 4: Human Resource Management

- Contextualise people management in the public management environment
- Strategic human resource management and the application thereof in the public service
- Creation of a performance and learning culture in a specific department
- Demonstrate comprehension of and ability to integrate talent management strategies and practices in a dynamic way, focused on building a strategic human resource capability in a specific department
- Demonstrate comprehension of and ability to integrate people development strategies and practices in a dynamic way, focused on building a capable staff in a specific department
- The role of compensation management in ensuring and maintaining a culture of high performance
- Employee relationship management and the role of the line manager in ensuring good employee relationships
- Demonstrating and integrating leadership competencies in a coherent and dynamic way that can assist in building a people management.

Module 5: Public Policy and Problem Solving

- Contextualisation of policy analysis and problem solving by applying relevant theories and research in the respective fields and apply competence in policy analysis as a process
- Demonstrate an understanding of the key concepts in public policy analysis
- Lead and manage change by applying policy analysis.

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Who should enrol?

This programme is ideal for you if you are a Councillor, Manager or a Local Government representative.

Programme fees

R 25 500.00 per delegate (VAT incl.)

Course fees include all course material and refreshments.

Programme fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates should at least have a National Senior Certificate.

Those who successfully completed a SPMA short course at Enterprises University of Pretoria (Pty) and have a Bachelor's Degree will receive automatic admission towards the coursework Masters Programme (MPA) as offered by the School of Public Management and Administration, University of Pretoria on condition that application is processed as per University requirements and within the application period set by the University.

Any person who meets the admission requirement for the MPA can apply for the programme. However, delegates who want to obtain credits for specific modules, must obtain a minimum of 60% for that specific module on the Executive Development Programme. This is in line with the regulations as approved by the Senate from the University of Pretoria.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

Registration and enquiries

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