

“ Effective Planning and Policy Making in Public Sector Organisations”

Duration: 40 hours

Course Overview: This course equips public sector professionals, administrators, and policy makers with the knowledge, tools, and skills needed to design, implement, and evaluate strategic plans and public policies effectively.

Target Audience:

This course is designed for professionals involved in planning, policy formulation, and public administration within government and public sector organizations

Training Methodology:

Participant Involvement: We will introduce regular opportunities for participant involvement, including discussions, feedback sessions, and reflection exercises, to ensure that the training remains interactive and relevant to their needs.

Module 1: Introduction to Public Sector Planning and Policy Making

- Definition and Importance
- Characteristics of Public Sector Organizations
- Differences between Public and Private Sector Planning

Module 2: Foundations of Planning in Public Sector

- Types of Planning: Strategic, Tactical, Operational
- Planning Cycle in Public Organizations
- Role of Vision, Mission, and Objectives

Module 3: Policy Making Process in the Public Sector

- Definition and Scope of Public Policy
- Stages of Policy Making
- Agenda SettingPolicy Formulation
- Policy Adoption
- Policy Implementation
- Policy Evaluation and Feedback
- Stakeholders in Policy Making

Module 4: Techniques and Tools for Effective Planning

- SWOT Analysis
- PESTEL Analysis
- Scenario Planning

- Cost-Benefit Analysis
- Use of Data and Evidence-Based Planning

Module 5: Challenges in Public Sector Planning and Policy Making

- Political Influences and Bureaucratic Constraints
- Resource Limitations
- Coordination among Multiple Agencies
- Public Accountability and Transparency

Module 6: Strategic Planning in Public Sector Organizations

- Developing Strategic Plans
- Aligning Policies with Strategic Goals
- Case Studies of Successful Strategic Planning

Module 7 : Policy Implementation and Management

- Effective Communication of Policies
- Monitoring and Evaluation Frameworks
- Handling Resistance to Policy Changes
- Role of Leadership and Change Management

Module 8 : Public Participation and Stakeholder Engagement

- Importance of Citizen Involvement
- Techniques for Stakeholder Consultation
- Managing Conflicts and Consensus Building

Module 9 :Use of Technology in Planning and Policy Making

- E-Governance and Digital Tools
- Data Analytics for Policy Decisions
- Geographic Information Systems (GIS) in Public Planning

Module 10 :Ethics and Accountability in Public Policy

- Ethical Considerations
- Transparency and Anti-Corruption Measures
- Legal Framework and Compliance

Module 11: Conclusion and Future Trends

- Emerging Trends in Public Sector Planning
- Sustainable and Inclusive Policy Making
- Preparing for Uncertainty and Change