

SEYA CAPITAL
INSIGHT · STRATEGY · GROWTH

SENIOR PUBLIC OFFICERS LEADERSHIP

Senior Management Programme

A Four-Week Executive Course for Senior Public Officers

SECTOR	AVAILABILITY	DELIVERY
Senior Public Officers Leadership	On request	Open or in-house

OVERVIEW

About this course

Senior public officers are expected to run efficient, accountable institutions while responding to political direction, citizen demands and resource constraints. This programme strengthens the core management competencies senior officers need to run their departments effectively — planning and organising work, managing public finances and resources, managing people and performance, and delivering measurable results.

Delivered over four weeks with one facilitated session per week, the programme allows senior officers to remain in their substantive roles while systematically strengthening how they manage their institutions. Each week combines practical input, case discussion and structured exercises with a short workplace task, so participants apply each week's tools directly to their own departments. The programme closes with a Management Improvement Plan addressing a real operational challenge participants are currently facing.

SCHEDULE

Dates, venues & fees

Dates and fees for this programme are available on request. It can be scheduled as open enrolment or delivered in-house for your team. Contact info@seyacapital.com.

OBJECTIVES

By the end of the course

By the end of the programme, participants will be able to:

- Apply core management functions — planning, organising, directing and controlling — to their departmental mandate.
- Prepare, defend and manage budgets, and strengthen oversight of procurement and assets.
- Manage people effectively within public service rules, including performance appraisal and discipline.
- Motivate and build the capacity of subordinate officers through delegation, coaching and mentoring.
- Manage institutional risk and apply structured approaches to operational problem-solving.
- Manage service delivery and results using monitoring and evaluation tools.
- Communicate and report effectively to political leadership and oversight bodies.
- Produce a 60-day Management Improvement Plan addressing a real challenge in their institution.

WHO SHOULD ATTEND

Designed for

This programme is designed for senior public officers with departmental or institutional management responsibility, including:

- Directors and Deputy Directors in Ministries, Departments and Agencies (MDAs)
- Heads of Department and Senior Assistant Directors
- Chief Officers and County/State-level departmental heads
- Senior managers in regulatory bodies, parastatals and state corporations
- Heads of finance, human resource, procurement and administration units
- Senior officers newly appointed or earmarked for senior management roles

PROGRAMME

Course outline

Week 1: Foundations of Senior Management in the Public Service

- Session 1: The Role of the Senior Manager in Government
- Distinguishing management from leadership; core management functions (planning, organising, staffing, directing, controlling) applied to public institutions.
- Session 2: Organisational Planning and Work Programming
- Translating institutional mandates and strategic plans into annual work plans, departmental targets and individual performance expectations.
- Session 3: Managing Structures, Systems and Processes
- Organisational design in government; delegation of authority; strengthening internal controls, systems and standard operating procedures.
- Session 4: Time, Priority and Self-Management
- Managing competing demands from political leadership, oversight bodies and the public; prioritisation tools for a senior management workload.

Week 2: Financial Management, Budgeting and Resource Allocation

- Session 1: Public Financial Management Essentials
- The budget cycle in government; linking budgets to departmental work plans; understanding financial reports as a management tool.
- Session 2: Budgeting and Resource Allocation
- Preparing and defending budget proposals; prioritising resource allocation under fiscal constraints; managing supplementary and reallocated funds.
- Session 3: Procurement and Asset Management Oversight
- The senior manager's oversight role in procurement planning, contract management and asset control; common audit and compliance pitfalls.
- Session 4: Financial Accountability and Audit Management
- Responding to internal and external audit findings; managing public accounts committee engagements; safeguarding against financial irregularity.

Week 3: Human Resource Management and Team Performance

- Session 1: Managing People in the Public Service
- Recruitment, deployment and staff welfare within public service rules; managing a multi-generational, unionised workforce.
- Session 2: Performance Management and Appraisal
- Setting individual work plans and performance targets; conducting fair, defensible appraisals; managing underperformance.
- Session 3: Motivation, Discipline and Industrial Relations
- Motivating staff within limited financial incentives; handling grievances and disciplinary processes; working with unions and staff associations.
- Session 4: Delegation and Building Managerial Capacity in Others
- Effective delegation without loss of accountability; coaching and mentoring subordinate officers; succession and capacity-building planning.

Week 4: Service Delivery, Performance Management and Capstone

- Session 1: Managing for Results and Service Delivery
- Results-based management; citizen service charters and service standards; monitoring and evaluation as a management discipline.
- Session 2: Risk Management and Problem-Solving
- Identifying and managing operational, financial, and reputational risk; structured problem-solving and decision-making techniques.
- Session 3: Reporting, Communication and Managing Upward
- Writing management reports and briefs for political leadership and oversight bodies; managing correspondence and institutional communication.
- Session 4: Management Improvement Plan and Presentation
- Participants finalise a 60-day Management Improvement Plan addressing a real operational challenge in their institution, and present it for peer and facilitator feedback.

METHODOLOGY

How you will learn

The programme uses practical, adult-learning methods suited to senior, experienced officers: facilitator-led input, case study analysis, structured peer discussion, individual and group exercises, and hands-on management tools. Emphasis throughout is on direct application to participants' own departments rather than theory alone.

The four-week spacing allows each session to end with a short workplace task, giving participants time to apply that week's tools within their own institutions before returning to discuss real experience. Facilitators provide brief written feedback on each task, and participants are grouped into small peer learning sets for the duration of the programme.

CERTIFICATION

Seya Capital certificate

Participants who attend all four weekly sessions, complete each week's workplace application task, and present a validated Management Improvement Plan in the final week will receive a Certificate of Completion in Senior Management.

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Register or enquire

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