PROFESSIONAL DEVELOPMENT FOR PARLIAMENTARY STAFF
Parliaments are central to nurturing and consolidating democratic governance. The role of Legislators as central actors in the legislative process is enhanced when they possess the requisite skills to perform their core roles of lawmaking, oversight and representation. Support from their professional staff is crucial in this regard.

Following years of experience and work with Parliaments around the world, the African Centre for Parliamentary Affairs (ACEPA) has identified critical areas that are the necessary gaps to improve the professional capacity of staff of Parliaments so that they can properly support Members of Parliament (MPs) and Legislatures to effectively perform their duties.

The team of seasoned professionals at ACEPA have identified areas for training for parliamentary staff, guided by a program that is Exclusive, Convenient, Versatile and Efficient. The seminar series deliver what Parliaments need most: visionary leaders who can improve parliamentary performance and drive accountability in government. We structure our seminars to ensure that participants interact with each other and with ACEPA faculty.
OBJECTIVES OF THE SEMINAR SERIES

• To sharpen the professional skills of Parliamentary staff through practical seminars on Team Building, Communication, Managing for Results, Negotiation and Decision Making.
• Enable Parliamentary staff to better internalize their roles and responsibilities.
• To make Parliamentary staff better serve MPs so that the latter can hold governments accountable through law-making, oversight and representation.

SEMINAR MODULES

1. Professionalizing the Job of Parliamentary staff: Ethics, Integrity and Good Governance
2. The Role of Parliamentary staff in Strengthening Parliaments
3. Communication and Team Building in the parliamentary environment
4. Organizational Effectiveness in parliamentary settings
5. Essentials of Legislative Research/Strategies for Gathering Information for Legislative Research

WHO SHOULD ATTEND THE SEMINAR SERIES?

These seminar series are essential to Parliamentary staff and Senior Administrators of Parliaments (regional, national and sub-national). Participants will:
• Broaden their professional capabilities and sharpen their leadership skills;
• Build cross-functional skills and strategic vision to advance democracy and accountability;
• Enhance their knowledge and skills through expert guidance and immersive learning;
• Benefit from peer-to-peer interactive learning and skills acquisition to enable them become catalysts for transformation; and
• Learn from recognized experts on parliamentary performance in Africa.

SEMINAR DATE
The seminar will be held on August 13-16, 2018.

ADMISSION AND REGISTRATION
Fees
The program fee is $1500 per participant.
*Note that the fee includes admission fee, course materials, tea breaks and lunches during the course. The program fee does not include airfare, hotel accommodation, dinners and incidental expenses (such as telephone, laundry, room service etc.).

How to Apply
If you wish to apply to this program, send an email to info@acepa-africa.org to express your interest.

Inquiries
For any information, contact the Program Manager of ACEPA via agnes.titriku@acepa-africa.org or +233 24 324 3270.
Also visit www.acepa-africa.org for information about ACEPA.
Visas
Participants are responsible for procuring visas where applicable. Participants will be issued a formal acceptance letter upon admission to facilitate the visa application process.

ABOUT ACEPA
The African Centre for Parliamentary Affairs (ACEPA) is an African not-for-profit organization registered in Ghana. It is dedicated to building the capacity of African Parliaments and elected representative bodies at all levels of governance. ACEPA supports African countries in ensuring effective performance throughout the governance chain - from local to national representative institutions. ACEPA has excellent working relationships with more than 20 African countries/Parliaments. Its dedicated staff have more than 20 years combined work experience with Parliaments and Legislative institutions in Africa.

ACEPA provides technical support for institutional reforms, capacity building programs, facilitates forums for peer-to-peer learning and skills acquisition, serves as a platform for knowledge exchange and institutional memory, offers leadership training in all aspects of Parliamentary development and leads in cutting-edge research on Parliaments and their role in consolidating democratic governance in Africa.

LEADERSHIP
ACEPA is managed by a team of recognized global experts in Parliamentary Development. Its Executive Director is Dr. Rasheed Draman (email: rasheed.draman@acepa-africa.org; phone: +233 244 957 125).