



# **PROGRAMMES FOR ELECTORAL MANAGEMENT BODIES (EMBS)**

June 2019 – May 2020

**Governance and Management Services  
International**

**[www.gmsiuk.com](http://www.gmsiuk.com)**

## **NOTES TO PROGRAMMES**

**All courses listed below are available on request in the *United Kingdom* or any of the following locations:**

**Botswana  
France  
Gambia  
Ghana  
Nigeria  
South Africa  
Togo  
Trinidad and Tobago  
United Arab Emirates  
United States of America**

**Programmes and courses may also be delivered on request in-country or any other preferred locations.**

**As a leading UK-based international training and consultancy firm, GMSI's unique portfolio of programmes is designed to deliver cutting-edge ideas, facilitate access to international best practices and assist participants and client organisations to translate innovative solutions into concrete results and benefits.**

**GMSI is accredited by the British Accreditation Council for Independent Further and Higher Education.**

**For more information/advice or to request to participate in any of the training courses and programmes, please email us at: [gmsi@gmsiuk.com](mailto:gmsi@gmsiuk.com).**

**Alternatively you can contact us at the following address:**

**Governance and Management Services International  
Suite 7, Jamaica Wharf  
2 Shad Thames, Tower Bridge,  
London SE1 2YU, UNITED KINGDOM**

**Tel: + 44 (0)20 7403 6070  
Fax: + 44 (0)20 7403 6077  
Email: [gmsi@gmsiuk.com](mailto:gmsi@gmsiuk.com)  
Website: [www.gmsiuk.com](http://www.gmsiuk.com)**

## ELECTORAL MANAGEMENT BODIES (EMBs)

(June 2019 – May 2020)

<b>Programme/Course Theme</b>	<b>Training Objectives and Outcomes</b>	<b>Duration and Dates</b>
1. Enabling the Referee – Strengthening the Role and Operations of Election Management Bodies	a) Enhance knowledge and understanding of the role and operations of EMBs b) Address practical problems faced in day to day roles c) Bring abreast with international best practice and lessons of comparative experience d) Build individual competencies in key role areas	2 weeks
2. Keeping Watch – Monitoring Democratic Political Parties	a) Enhance capacity to guide the performance of political parties b) Understand and facilitate role of political parties in strengthening democratic process c) Develop participant with tools to design manage and implement effective monitoring and oversight d) Familiarise participants with policies and principles for sound party strategy development e) Provide insight into international best practice	1 week
3. Financing EMBs – Implementing Best Practice	a) Increase understanding of financial management, budget and expenditure systems in EMBs b) Develop appreciation of various sources of funding and their implications on the electoral process c) Enhance capacity to identify and quantify various cost involved in implementing the electoral process d) Increase competency in	1 week

- developing budget proposals  
 e) Provide practical tools for efficient procurement of goods and services  
 f) Gain understanding of international best practice for managing EMB finance
4. Trust in the Referee – Ethics, Integrity and Professionalism in Election Administration 1 week:  
 a) Provide insight into ethics, integrity and professional issues in EMBs  
 b) Develop practical solutions to addressing these issues effectively  
 c) Build individual competencies to address these issues and support team members effectively  
 d) Explore lessons of international best practice  
 e) Help build more ethically compliant EMBs
5. Paying for Politics – Managing Party Finances 1 week  
 a) Improve knowledge of national regulations on party finance and expenses  
 b) Increase understanding of financial management, budget and expenditure systems in political organisations  
 c) Provide essential tools and techniques for fundraising  
 d) Develop appreciation for the ethics and integrity issues related to party funding and finance  
 e) Enhance capacity to maximise and manage financial resources while ensuring public accountability
6. Changing Attitudes – Reshaping Mindsets 1 week  
 a) Develop better appreciation of the relationship between attitude/mindsets and performance  
 b) Help participants cultivate a more positive mindset towards role performance and life in general

- |    |   |   |         |
|----|---|---|---------|
|    |   | <ul style="list-style-type: none"> <li>c) Familiarize participants with practical tools for managing potentially debilitating attitudes in team members</li> <li>d) Explore implications for EMBs functionaries</li> </ul>  |         |
| 7. | Facilitating Transformation – Building Capability for Public Sector Modernisation               | <ul style="list-style-type: none"> <li>a) Provide insight into recent thinking and ideas about public sector change and transformation</li> <li>b) Understand change and transformation issues affecting EMBs, especially in rapidly changing democratic governance environments</li> <li>c) Build capacity of participants to effectively drive and implement change in their organisational context</li> <li>d) Benefits from lessons of international best practice</li> </ul> | 2 weeks |
| 8. | Growing High Performers – Building and Managing Teams that Exceed Expectations                  | <ul style="list-style-type: none"> <li>a) Provide insight into leading issues, concepts and practical challenges of creating high performing teams</li> <li>b) Offer understanding of performance management issues in EMBs</li> <li>c) Explore practical solutions to EMBs performance issues and developing individuals and teams that achieve results</li> <li>d) Build capacity of managers to lead and drive performance in their respective EMB context</li> </ul>          | 1 week  |
| 9. | Thinking Differently, Managing Differently – Developing Organisational Managers for Sustainable | <ul style="list-style-type: none"> <li>a) Understand contemporary managerial roles in a changing governance environment</li> <li>b) Build capability of participants to manage innovatively and effectively for successful national</li> </ul>  | 1 week  |

## Transformation

transformation

c) Familiarize participants with leading concepts and approaches in driving creativity, initiative, and continuous improvement in organisations

d) Benefit from lessons of international best practice in managing EMBs innovatively and differently

### 10. Trust in the Frontline – Developing Ethical Officials and Service Providers

a) Explore organisational and individual issues for enhancing service delivery

b) Help understand and address ethical challenges in delivering frontline roles

c) Bring abreast with various strategies for delivering targets and initiatives

d) Explore strategies for building customer focus

e) Develop practical solutions for delivering client-focus services

1 week

### 11. Strategic Planning and Management in Government and Organisations

a) Discussions of the fundamental elements and underlying theories and approaches of strategic planning and management

b) Exploration of the application of strategic management approach to the role and delivery of the mandate of an EMB

c) Analyses of the special issues and problems in participants own context

d) Bring abreast with international best practice based on current experiences of UK organisations

2 weeks

- |   |   |        |
|---|---|--------|
| 12. Building Effectiveness – Enhancing Your Leadership Capabilities               | <ul style="list-style-type: none"> <li>a) Provide a better understanding of essential leadership principles, especially in technical and professionalized environment</li> <li>b) Develop key leadership and managerial competencies</li> <li>c) Provide a better appreciation of relevant techniques and approaches in managements and leadership</li> <li>d) Enhance individual personal effectiveness</li> <li>e) Improve capacity to run business and professional enterprise</li> </ul>                                | 1 week |
| 13. Results for Citizens – Delivering Public Services for Effective Governance    | <ul style="list-style-type: none"> <li>a) Introduction to delivering services for effective results and clients’ satisfaction</li> <li>b) Discussion of addressing the wide-ranging issues necessary for delivering quality service</li> <li>c) Exposure to practical managerial and institutional development tools for improving performance and meeting growing service demands placed organisations</li> <li>d) Enable participating EMBs in establishing a culture of excellence in public service delivery</li> </ul> | 1 week |
| 14. Leading Training Organisations – Study Programme for Schools and Institutions | <ul style="list-style-type: none"> <li>a) Explore the different dimensions of the training system and the implementation challenges in organisations</li> <li>b) Build critical competencies for facilitating continuous performance through training and development</li> <li>c) Develop practical solutions to training and development requirements of participants’ organisation</li> <li>d) Bring abreast with international best practice in leading training</li> </ul>  | 1 week |

institutions and dedicated organisational units

- |  |   |         |
|--|---|---------|
| 15. Managing Conflict – Dealing with Difficult People and Situations | a) Provide practical tools for addressing internal organisational conflicts and foster a productive working environment<br>b) Provide guide on handling office conflicts, difficult people and challenging situations<br>c) Increase relational confidence<br>d) Enhanced understanding of causes of negative behaviour<br>e) Enhance teamwork and organisational harmony   | 1 week  |
| 16. Managing Programmes and Projects                                 | a) Provide a comprehensive discussion of project and programme planning, management and evaluation with particular reference to delivery of elections<br>b) Explore how projects are different from regular organisational activities and why they present a suitable framework for elections more so in the developing country context<br>c) Discuss how projects need to be competently controlled if they are to realise their intended objectives and deliver outstanding results, and practical tools for ensuring these<br>d) Equip participants with critical skills to help them identify suitable practical solutions for their respective environments<br>e) Offer opportunities to interact with leading experts and practitioners as well as gain a first-hand experience of major project initiatives in the United Kingdom. | 2 weeks |

## FEES AND APPLICATION

### FEE STRUCTURE

#### **International**

1 week Programme: £1,975 (including lunch) per participant

2 weeks Programme: £2,850 (including lunch) per participant

Special *and* On-Request Programme: Determined on case by case basis

#### **Local/In-country**

1 week Programme: £650 (including lunch) per participant  
(for minimum of 30 participants enrolled)

2 weeks Programme: £950 (including lunch) per participant  
(for minimum of 30 participants enrolled)

Special *and* On-Request Programme: Determined on case by case basis

### HOW TO APPLY

To participate in any advertised GMSI programme, please email: [gmsi@gmsiuk.com](mailto:gmsi@gmsiuk.com). Alternatively, you can contact us for more information/advice at the following address:

Governance and Management Services International  
Suite 7, Jamaica Wharf  
2 Shad Thames  
Tower Bridge, London SE1 2YU  
United Kingdom

Tel: +44 (0) 20 7403 6070/6199

Fax: +44 (0) 20 7403 6077

Email: [gmsi@gmsiuk.com](mailto:gmsi@gmsiuk.com)

[www.gmsiuk.com](http://www.gmsiuk.com)



**Facebook:** Governance and Management Services International – GMSI UK

**Twitter:** @gmsiuk

**LinkedIn:** [www.linkedin.com/company/governance-and-management-services-international-uk](http://www.linkedin.com/company/governance-and-management-services-international-uk)