



Induction of new public officers

This Induction programme is designed for new public officers entering the Public Service. The officers have gone through formal training but have little knowledge and understanding of the operations, values, common ethos and role of Public Service.

The training has been designed to enable them understand expectations of their new jobs, and orientate them to the values and culture of the Public Service as well as equip them with knowledge, skills, attitudes and confidence to do their work effectively and handle the challenges of their new jobs/responsibilities.

The induction focuses on generic issues of the public service. It is supplementary to MDAs and LGs induction in organizational, technical and specific skills which may take place prior to and/or after this generic induction

Results of the training

On completion, the new officers will have:

- Insight in the structure, core functions and programmes of government, and legislations that govern its operations;
- The requisite Public Service ethos for efficient service delivery;
- Inspiration to promote the common good, unity, national integration and character building through embodiment of a patriotic spirit;
- Urge to work for socioeconomic transformation of the country;
- Ethical and compliant behaviour;
- Leadership and management skills for enhanced performance of the Public Service;
- Skills to develop and implement a performance plan effectively
- Knowledge and skills to manage budgeting, procurement and accountability

Target group

All new officers entering public service.

Approach

The training is implemented through a variety of training methods (power point presentations, case studies, group assignments, discussions and exchange of participants' experiences). The trainers are practitioners in the public service and retired public servants to guarantee a high level of practical and experience-based training. Participants gain practical skills, relevant knowledge and new insights, that are applicable in their daily work practice.

Content

Overview of Uganda Government: Government set up; Local Government system; and Uganda's Foreign Policy

The Public Service: Values and ethical Code of Conduct; Protocol and Etiquette; Discipline and Disciplinary Measures; Career Planning and Pre retirement planning

Patriotism: Meaning and value of Patriotism to leaders; Introduction to political economy; History of Uganda; Uganda's Geography; Ways of Thinking and Decision Making; Transformative discipline and methods of work; and Geo-politics and the Vital and Core National Interests.

Transformation of Ugandan society: National Visioning and Planning Framework; Policy making process and Management in the Public Sector; Monitoring and Evaluation of Government programmes; The role of innovation in Public Service transformation; Uganda in a globalised world; and Enhancing Personal income.

Leadership and Management: Leadership and Management for transformation; Effective Communication; Records Management; Occupational Safety and Health; Customer Care and Public Relations; Employee relations; and Conflict and conflict management.

Cross-cutting issues: Mainstreaming Diversity; Mainstreaming Environmental & Natural Resources Issues; and Management of HIV/AIDS.

Performance Management: Performance Management Cycle; Results Oriented Management; and Enhancing Personal effectiveness.

Management of Public Finances: Budgeting and Financial Planning; Public Procurement and Disposal of Public Assets; and Financial Accountability.

Duration

Two (2) weeks

Programme fee

The course fee for the programme is Uganda Shillings 1,600,000 per person. This fee covers costs of tuition, training materials, accommodation, meals and refreshments.