



INDUCTION PLANNING AND TRANSITION MANAGEMENT

PROGRAMME OVERVIEW

This programme equips senior administrative and management staff in legislatures with the knowledge, skills, and tools for effective induction planning and smooth organisational transition management, focusing on practical strategies for onboarding new Members and sustaining institutional continuity through periods of change.

PROGRAMME RATIONALE

Legislative bodies often experience Members turnover at the start of an electoral cycle, and poorly managed induction and transition processes can cause low productivity, loss of institutional knowledge, and disruption to service delivery. This programme addresses these gaps with modern, context-specific approaches aligned with best practice in public administration and organisational development.

LEARNING OUTCOMES

By the end of this course, the learner will be able to mitigate risks associated with organisational transitions, develop comprehensive induction programmes for Members of County Assemblies, design and implement effective transition management strategies for departing and incoming leaders, and apply best practices in knowledge transfer and succession planning.

TARGET GROUP

The course is designed for clerks, deputy clerks, heads of departments, senior administrative officers, human resource managers and officers involved in onboarding and change management.

COURSE CONTENT

The Sessions cover legacy reporting and handover, transition management, knowledge transfer and succession planning, legal, policy and ethical considerations, and induction manuals and toolkits.

VISION

A global Centre of excellence in Legislative Governance

MISSION

To Enhance Capacity Development for Effective and Efficient functioning of Parliament, Legislative Assemblies and other key stakeholders.



BENEFITS OF ATTENDING

Participants build enhanced capacity to: manage onboarding and organisational transitions effectively, contribute to better preservation of institutional memory and improved organisational performance during periods of change, and benefit from valuable networking opportunities with peers from across the country.

DATES, VENUE AND FEES

-  26TH TO 30TH APRIL, 2027
-  **ARUSHA, TANZANIA**
- **FEES:** USD 1,000 (TO COVER TUITION AND TRAINING MATERIALS ONLY) EXCLUDING EXCURSION COSTS.

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