

Parliamentary Procedures for Legislators and Parliamentary Functionaries

January 20 – 24, 2025, 1st Run: Lagos & Port Harcourt

July 21 – 25, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 USD for foreign
Participants**

Program Overview:

This training course on Parliamentary Procedure is designed for elected Parliamentarians, Clerks and other Parliamentary officials, as well as a wide range of public policy-makers and regulators. The course covers the fundamentals of Parliamentary practice and procedure, with in-depth analysis and discussion of key areas.

It will give special attention to those features of the practice and procedure of Parliament which are fundamental to the rule of law and the separation of powers under any democratic constitution.

This also considers lessons to be drawn from Parliamentary practice and procedure for good governance in a wide range of public authorities, and statutory and commercial corporations.

This course will highlight: The fundamentals of what Parliaments do and how they work, the purposes of Parliamentary procedure, Rules and principles of Parliamentary procedure and practice

Standing Orders and Rules of Order for Plenary and Committee meetings, Motions and amendments

Voting methods and Parliamentary privilege, and Codes of conduct and standards in public life

Learning Objectives:

At the end of this program, participants will be able to:

- explain the fundamentals of the parliament as an arm of government and how legislative assembly works;
- explain the core purpose of parliamentary procedure;
- develop best practice for parliamentary procedure and practice;
- explain the standard terms of parliamentary processes;
- navigate standing orders and rules of order for plenary and committee meetings;
- handle parliamentary business including motions and amendments easily;
- explain options and methods of voting;
- evaluate the parameters of parliamentary privileges;
- develop codes of conduct and standards for work-life balance; and
- manage work, stakeholders and family stress better.

For Whom:

This program is designed for elected Parliamentarians, Assembly Members and Representatives, Clerks, Committee Chairs, Secretaries and other Parliamentary officials. It designed to provide effective introduction for inexperienced members or officials, while adding value (particularly from an international best practice perspective) for those with considerable experience.

Course Outline

Day 1: Role of the Legislators in a Democracy: An Overview

- Constitutional balance of power
- The role and nature of Parliament
- Formation of Parliaments
- Structure of Parliaments
- Roles and Responsibilities of Parliamentarians

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Governance principles in public and private institutions
- Standing Orders and other Rules of Order

Day 2: Parliamentary Processes and Procedures

- Nature of Parliamentary Procedure
- Purpose of Parliamentary Procedure
- Basic Rules and Principles of Parliamentary Procedure
- Plenary and Committee procedure
- Standard Terms

Day 3: Meetings

- Types of Meetings
- Order of Business: The Agenda
- Quorum of Members
- Motions
- Process for handling a Motion
- Voting / Voting Methods
- How to write official letters
- Minutes and how to write minutes of meetings

Day 4: Managing Motions

- General Classification of Motions
- Main Motions
- Subsidiary Motions
- Privileged Motions
- Incidental Motions
- Order of Motions
- Amendment of Motions

Day 5: Structure, leadership and Self-Management for Personal Effectiveness

- Officers
- Qualifications of Officers
- Duties of Officers
- Nominations and Elections
- Committees
- Understanding Civil Service Rules and Regulations
- Self and Time Management for Personal Effectiveness

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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