



Understanding Legislative Processes and Procedures

May 13 - 17, 2024, 1st Run: Lagos & Port Harcourt

November 25 – 29, 2024, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 U\$D for foreign
Participants**

Program Overview:

The legislative arm of government is the least developed of the three arms, namely the executive, judiciary, and the legislature. This is particularly so in developing countries where political developments are disrupted repeatedly. This has led to legislators not being knowledgeable enough on legislative processes and procedures as to make the legislature effective. Educating the legislators on the fundamentals of legislative practices is a dire need. This course has been designed to expose new legislators to the legislative processes and procedures.

For Whom:

Newly elected Legislators and newly appointed Senior Legislative Aides.

Learning Objectives:

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

- list and explain the basic processes and procedures of legislation;
- discuss the important documents used and produced by legislators;
- explain the language, vocabulary, and concepts of the legislature;
- identify and acquire the skills required to carry out their legislative functions effectively; and
- identify the techniques needed for effective legislation.

Course Outline

Day 1: The Legislature as a Third Arm of Government.

- The Functions of the Legislature.
- The Legislative Processes and Procedures.

Day 2: The Representative Function of the Legislature

- Law Making by the Legislature.
- Oversight Function of the Legislature.

Day 3: Basic Legislative Documents.

- Legislative Language and Vocabulary.
- Drafting of Legislative Documents: Bills, and Motions

Day 4: The Use of Committees in the Legislature.

- Legislative Staff.
- Constituency and Public Relations for Legislators,

Day 5: Capacity Building for the Legislature.

- Comparative Legislative Practices.
- Emerging Trends in Legislative Processes and Procedures.

LOCATIONS

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

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

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

Open Course Fee: N250, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

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
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,
& 234-9112830607

Training Methodology

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