



### **Understanding Legislative Processes and Procedures**

May 11 – 15, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 2 – 6, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** Lagos: N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### **Course Overview:**

This comprehensive training program provides participants with an in-depth understanding of how laws and policies are developed, debated, and enacted within a legislative framework. The course explores the structure, functions, and powers of legislative bodies, the stages of the legislative process, and the roles of key actors such as legislators, committees, parliamentary staff, and lobbyists.

Through interactive lectures, case studies, and practical exercises, participants will gain insight into how legislative agendas are set, how bills are drafted and amended, and how oversight and accountability mechanisms operate. The training also examines the relationship between the legislative and executive branches, as well as strategies for effective engagement in the legislative process.

#### **For Whom:**

This training is designed for Government officials and public administrators, Parliamentary and legislative staff, Policy analysts and legal officers, Civil society and advocacy professionals. Researchers and anyone seeking to deepen their understanding of governance and lawmaking from this course.

#### **Learning Objectives:**

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

- describe the structure and functions of legislative institutions;
- explain each stage of the law-making process, from bill initiation to enactment;
- understand parliamentary rules, procedures, and committee systems;
- analyze how policy ideas are translated into legislative proposals;
- identify opportunities for stakeholder engagement and advocacy; and
- apply knowledge of legislative procedures to support decision-making, compliance, and good governance.

#### **Expected Outcomes:**

- Participants will leave the course with a solid grasp of legislative procedures, improved analytical and drafting skills, and enhanced capacity to engage effectively in the formulation and scrutiny of legislation.

#### **Course Outline:**

##### **Day 1: Fundamentals of Legislative Systems and Governance**

- Overview of the three arms of government: Executive, Legislature, and Judiciary
- Functions and powers of the legislature
- Types of legislative systems: unicameral vs. bicameral

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- Relationship between the legislature and other branches of government
  - Overview of the legislative calendar and sessions
- Case Study Discussion:** Comparing different legislative systems (e.g., Westminster vs. Presidential)

## Day 2: The Law-Making Process

### The legislative agenda and sources of bills

- Stages of the legislative process:
- Bill drafting and sponsorship
- First, Second, and Third Readings
- Committee review and public participation
- Voting and passage
- Executive assent and gazetting
- The role of committees in law-making
- **Group Work:** Analyzing a sample bill and identifying its key components

## Day 3: Parliamentary Procedures, Rules, and Committees

### Parliamentary standing orders and rules of procedure

- The role of the Speaker and leadership structures
- Quorum, motions, debates, and voting procedures
- Functions and types of committees (standing, select, ad hoc, joint)
- Oversight and accountability mechanisms
- Case Study: How committees influence legislative outcomes

## Day 4: Policy Analysis, Legislative Drafting, and Stakeholder Engagement

### Translating policy objectives into legislative language

- Principles of clear and effective drafting
- The role of legislative counsel and legal drafters
- Stakeholder consultations and public hearings
- Advocacy and lobbying within ethical and legal boundaries
- Workshop: Drafting and presenting a short legislative proposal
- **Group Discussion:**  
Balancing stakeholder interests in the legislative process

## Day 5: Legislative Oversight, Evaluation, and Best Practices

### Legislative oversight tools: questions, inquiries, reports, audits

- Post-legislative evaluation of laws and their implementation
- Transparency, accountability, and ethics in the legislative process
- International best practices and emerging trends in legislative governance
- Summary and reflection on learning outcomes
- **Group Presentation:**  
Proposing reforms to strengthen legislative effectiveness

#### LOCATIONS

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

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

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

In-plant Fee Negotiable

#### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250  
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

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

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**Training Methods:** Expert-led presentations and guided discussions, Group exercises and role-playing simulations, Case studies from national and international contexts, Peer learning and feedback sessions.

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