



Administrative Governance, Compliance and Institutional Performance Improvement Course

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Overview

Administrative Governance, Compliance and Institutional Performance Improvement Course is a ten-day course for administrative affairs directors, legal affairs directors, and their deputies who need an Administrative Governance Implementation Plan. Participants connect administrative governance, compliance management, institutional performance improvement, internal controls, public inventory governance, and procurement and contract governance. The course addresses unclear authority, fragmented controls, unmanaged conflicts, and weak performance evidence through structured frameworks, cases, and simulations. Agile Leaders Training Center presents administrative governance and institutional accountability practice.

Who Should Attend

- Administrative affairs directors and their deputies responsible for policies, services, records, facilities, and administrative controls
- Legal affairs directors and their deputies responsible for legal review, internal regulations, contracts, and compliance advice
- Governing-body and committee support functions responsible for mandates, decisions, minutes, and policy follow-up
- Risk, compliance, and internal-control functions responsible for obligations, controls, reporting, and corrective action
- Public inventory, procurement, contract, and supplier functions responsible for custody, competition, delivery, and value

The course assumes participants already contribute to administrative, legal, control, procurement, or performance decisions and leaves out jurisdiction-specific legal advice and software operation.

Departments and Industries

The course supports departments and industries that require documented authority, compliance, operational control, and performance evidence.

- Administrative affairs, legal affairs, governance, and board secretariat departments
- Risk management, compliance, internal control, and internal audit functions
- Human resources, digital transformation, data governance, and performance departments
- Public administration, utilities, education, and healthcare institutions
- Procurement, contracts, inventory, asset custody, and supplier management functions

Learning Objectives

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

- Apply governance principles to administrative authority and accountability.
- Analyze decision rights, conflicts of interest, and internal-control gaps.
- Build compliance obligations and enterprise risk treatment records.
- Use data governance, workforce planning, and performance evaluation methods.
- Prioritize governance KPIs, change actions, and inventory controls.
- Evaluate procurement, contract, and supplier-governance evidence.

Course Agenda

The course agenda follows the seven supplied modules from governance foundations through public inventory, procurement, contracts, and supplier control.

Day 1: Administrative Governance Foundations

- Governance and Traditional Management Comparison Matrix
- ISO 37000 Organizational Governance Principles Map
- Transparency, Accountability, Fairness, and Rule-of-Law Criteria
- Administrative Governance Purpose and Authority Boundary Model
- Misuse-of-Authority Prevention Control Checklist

Day 2: Agency Relationships and Governance Accountability

- Agency Theory Principal-Agent Relationship Map
- Owner, Executive, and Stakeholder Interest Analysis
- Conflict-of-Interest Identification and Disclosure Register
- Delegated Authority and Accountability Assignment Matrix
- Administrative Efficiency and Governance Outcome Scorecard

Day 3: Structures and Administrative Decision Governance

- Leadership and Executive Responsibility Allocation Matrix
- Board and Committee Mandate Design Method
- Policy Direction and Administrative Decision Rights Map
- Documented Workflow and Decision Record Protocol
- Internal Control, Administrative Review, and Three Lines Assurance Map



Day 4: Legal Frameworks and Compliance Management

- Applicable Law and Internal Regulation Obligations Register
- Employee Contractual Relationship Control Framework
- ISO 37301 Compliance Management System Elements
- Government Requirement and Internal Policy Compliance Matrix
- Compliance Monitoring, Breach Escalation, and Corrective-Action Log

Day 5: Enterprise Risk and Integrity Controls

- ISO 31000 Enterprise Risk Management Process
- Administrative and Operational Risk Identification Method
- Risk Analysis, Evaluation, Treatment, and Ownership Register
- Anti-Corruption and Unexplained-Enrichment Control Framework
- Integrity, Transparency, and Misconduct Reporting Protocol

Day 6: Digital Governance and Performance Development

- Digital Transformation Governance Scope and Decision Model
- Data Governance Ownership, Access, and Confidentiality Matrix
- Workforce Planning and Staffing Congestion Analysis
- Employee Rights and Administrative Safeguard Checklist
- Kirkpatrick Evaluation Model and Institutional Performance Measures

Day 7: Change Management and Governance Implementation

- Governance Transition Roadmap and Readiness Assessment
- Stakeholder Resistance and Change Response Matrix
- Governance KPI Definition and Evidence Sheet
- Global and Local Practice Case Analysis Method
- Governance Implementation Simulation and Decision Review

Day 8: Public Inventory Governance

- Need Request, Receipt, Storage, Issue, and Count Workflow
- Inventory Segregation-of-Duties and Authorization Matrix
- Custody, Asset, Shortage, and Damage Register
- Slow-Moving and Obsolete Materials Disposition Method
- Digital Inventory Controls, Waste Indicators, and Oversight Dashboard



Day 9: Procurement, Contracts, and Supplier Governance

- Needs-Based Procurement and Approved Budget Alignment
- Specification, Competition, Bid Evaluation, and Award Control Map
- Contract Obligation, Delivery, and Change-Control Register
- Supplier Performance Evaluation and Risk Scorecard
- Procurement Conflict-of-Interest and Supply-Risk Controls

Day 10: Integrated Governance Practice and Capstone

- Decision Rights and Accountability Mapping Exercise
- Compliance Obligation and Enterprise Risk Register Exercise
- Governance KPI and Performance Evidence Exercise
- Inventory, Procurement, and Contract Control Simulation
- Capstone Administrative Governance Implementation Plan

Practical Exercises

The course uses suggested activities to connect governance requirements with administrative and legal decisions.

- Suggested activity: diagnose authority, accountability, and conflict-of-interest weaknesses in an institutional case.
- Suggested activity: build a combined compliance obligation, risk, control, owner, and evidence register.
- Suggested activity: design governance KPIs for administrative performance, inventory control, and supplier oversight.
- Suggested activity: present an Administrative Governance Implementation Plan for management review.

FAQs

Who suits administrative governance and compliance training?

Administrative and legal affairs directors, their deputies, and related control leaders suit the course; it assumes responsibility for policies, decisions, controls, contracts, risks, or performance evidence.

How does administrative governance training differ from corporate governance training?

Administrative governance training concentrates on delegated authority, workflows, internal regulations, operational controls, public inventory, procurement, and institutional performance, while corporate governance training usually centers more heavily on governing bodies, ownership, and shareholder relationships.



How can compliance management improve institutional performance?

Compliance management improves performance by translating obligations into controls, owners, evidence, monitoring, escalation, and corrective action that management can review alongside operational results.

What governance KPIs support administrative accountability?

Governance KPIs support accountability when they measure decision timeliness, control completion, unresolved exceptions, risk treatment, policy implementation, inventory variance, contract performance, and supplier follow-up against defined ownership and evidence.

How does procurement governance reduce conflicts and supply risk?

Procurement governance reduces risk through needs validation, budget alignment, transparent specifications, competition, documented evaluation, controlled awards, contract monitoring, supplier assessment, segregation of duties, and conflict disclosure.

Conclusion

Participants take back an Administrative Governance Implementation Plan that joins authority, compliance, risk, performance, inventory, procurement, and supplier controls. The plan clarifies ownership and the evidence required for management review. It provides a structured basis for corrective action, change governance, and institutional performance decisions.

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