

Administrative Law and Judicial Review Practice Training Course

31 October – 4 November 2027
Accra

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Training Center

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Ref: 1754_231848 **Date:** 31 October – 4 November 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Administrative Law and Judicial Review Practice Training Course is a one-week course for public-sector decision-makers, legal advisers, regulators, tribunal staff, and compliance officers who leave with an Administrative Decision Review File. Participants connect administrative law, judicial review practice, lawful public decision-making, procedural fairness, and administrative appeals to delegated authority, reasoned records, challenge routes, and remedies. Comparative scenarios help participants map each control to the applicable legal framework. Agile Leaders Training Center develops administrative law and judicial review practice.

Who Should Attend

- Legal advisory functions responsible for reviewing public powers, decisions, reasons, and challenge exposure
- Public administration functions responsible for delegated decisions, records, notices, and internal controls
- Regulatory functions responsible for authorization, enforcement, sanctions, and reviewable determinations
- Tribunal and complaints functions responsible for case intake, evidence, hearings, and reasoned outcomes
- Compliance and governance functions responsible for authority maps, fairness checks, and corrective action

The course assumes participants support public decisions, reviews, complaints, or regulatory actions and leaves out jurisdiction-specific legal representation and litigation advice.

Departments and Industries

The course supports departments that make, review, challenge, or defend administrative decisions across public services and regulated sectors.

- Government legal affairs, policy, and administrative services
- Regulatory, licensing, inspection, and enforcement bodies
- Public healthcare, education, housing, and social services
- Transport, utilities, infrastructure, and environmental administration
- Tribunals, complaints offices, ombuds functions, and internal review units

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Learning Objectives

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

- Apply authority and delegation tests to proposed decisions
- Use procedural fairness controls in administrative processes
- Build reasoned decision records and evidence trails
- Analyze review, appeal, and judicial review routes
- Diagnose grounds of challenge and remedy exposure
- Evaluate governance improvements after review outcomes

Course Agenda

Day 1: Administrative Law Foundations

- Public Power, Legality, and Accountability Framework
- Administrative Decision Lifecycle Map
- Source-of-Authority and Jurisdiction Checklist
- Delegation and Subdelegation Validity Test
- Merits Appeal and Legality Review Comparison Matrix

Day 2: Discretion and Procedural Fairness

- Lawful Discretion and Relevant Considerations Method
- Bias, Independence, and Conflict Screening Tool
- Notice and Opportunity-to-Respond Checklist
- Proportionality and Rationality Analysis Grid
- Fair Procedure Design Canvas

Day 3: Decisions, Reasons, and Records

- Evidence Sufficiency and Reliability Matrix
- Reasoned Administrative Decision Template
- Decision Authority and Approval Register
- Record Integrity and Disclosure Readiness File
- Decision Communication and Remedy Notice Checklist

Day 4: Challenge Routes and Remedies

- Complaint, Reconsideration, and Appeal Route Map
- Judicial Review Grounds Diagnostic
- Standing, Timing, and Alternative Remedy Screen
- Evidence, Candor, and Case File Readiness Checklist
- Remedy and Operational Consequence Matrix

Day 5: Administrative Review Practice

- Exercise: Test Authority for a Licensing Decision
- Exercise: Repair a Procedural Fairness Failure
- Exercise: Audit Reasons and the Evidence Record
- Exercise: Assess Grounds, Routes, and Remedies
- Capstone Exercise: Administrative Decision Review File

Practical Exercises

The course uses suggested activities to connect administrative law principles with decision evidence and review controls.

- Suggested activity: trace the legal authority, delegation path, and decision boundary for a public licensing scenario.
- Suggested activity: redesign a consultation and notice process after identifying fairness risks.
- Suggested activity: test a reasoned decision against the evidence record and challenge grounds.
- Suggested activity: assemble a review file with routes, deadlines, remedies, owners, and corrective actions.

FAQs

Who suits administrative law and judicial review practice, and what does it assume?

Administrative law and judicial review practice suits functions that make, review, challenge, or defend public decisions. It assumes experience with administrative processes, governance, complaints, regulation, or legal support.

How does administrative law and judicial review practice differ from general compliance training?

Administrative law and judicial review practice focuses on public power, lawful discretion, procedural fairness, reasons, review grounds, and remedies. General compliance training usually addresses broader organizational duties, controls, monitoring, and reporting.

What makes an administrative decision legally defensible?

A legally defensible administrative decision connects valid authority, fair procedure, relevant evidence, rational analysis, documented reasons, proper notice, accessible review routes, and an auditable record.

What does judicial review examine in administrative law?

Judicial review examines the lawfulness of public action, including authority, procedure, fairness, reasoning, and use of discretion. It is distinct from a merits appeal that asks whether a different outcome should replace the decision.

How should administrative appeals and internal review be mapped?

Administrative appeals and internal review should be mapped by decision type, available route, eligibility, applicable deadline, reviewer authority, evidence rules, possible outcomes, escalation path, and record requirements.

Conclusion

Participants take an Administrative Decision Review File back to work. It combines authority checks, fairness controls, evidence, reasons, challenge routes, review grounds, remedy exposure, and corrective actions. The file changes fragmented decision records into one governed basis for making, reviewing, defending, and improving administrative decisions.