



« HONOR - High Objectives of National Organizational Reform »

Reference : Tempus 530284-TEMPUS-1-2012-1-ES-TEMPUS-JPHES

Paris, 13th - 17th May 2013

**Training of Trainers:
Leadership**

Managing change and problem solving in Public administration

***PROGRAMME ORGANISED BY
THE ECOLE NATIONALE D'ADMINISTRATION***



Day 1 – Monday 13th May

09:30-11:00 Welcome of participants and presentation of the programme. General presentation of ENA and its initial and continuous training programmes. Presentation of the role of ENA and its particular place within the French civil service.

Speaker: *Mr Emmanuel VERGNE, Head of the Department for Tenders and Multilateral Affairs at the National School of Administration*

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

Website : www.ena.fr

11:00-11:15: Coffee break

11:15-12:30: Presentation of ENA's training system with a focus on its training methodology and pedagogical tools. Presentation of ENA's offer on leadership and change management and problem solving.

Speaker: *Jérôme LARTIGAU, Pedagogical advisor at the Permanent Training Directorate of the the National School of Administration*

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

12:30-14:00: Free Lunch

14:00-16:30: Presentation of training techniques for the preparation of the training programmes. Selection of a methodology and approach for the development of the training programmes.

Topics:

- Presentation of the Team of experts and working methods
- Overview of the five stages of course design: from confirming training needs to finalising the content of the course
- Defining detailed course objectives
- The design process further specified:
 - writing learning objectives and training points
 - defining session plan and timeslots
 - deciding on the choice of training materials

Speakers :

Ms Hélène GADRIOT-RENARD, Senior Counsellor within the French Supreme Court of Audit

Mr Jacques SKOWRON, Consultant

Mr Gilbert ELKAIM, Director of the Institute of Regional Administration (IRA) of Lille

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

Day 2 – Tuesday 14th May

09:30-11:00: Presentation of the methodology of study cases

Speaker: *Ms Hélène GADRIOT-RENARD, Senior Counsellor within the French Supreme Court of Audit*

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

11:00-11:15: Coffee break

11:15-12:30 : Presentation of the methodology of study cases

12:30-13:30: Free Lunch

13: 30: Departure from ENA to the Directorate General for Administration and Civil service (DGAFP)

14:30- 16:30: Presentation of the activities of the DGAFP. Presentation of the French civil service and performance management

Speaker: Eric ROTY, Counselor to the Director General of the DGAFP.

Location: 2, boulevard Diderot, 75012, Paris.

Day 3 – Wednesday 15th May

09:30-11:00: Training course on Leadership – *Defining training course objectives*

Speaker Mr Jacques SKOWRON, Consultant

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

11:00-11:15: *Coffee break*

11:15-12:30 : Training course on Leadership - *Defining session plan and timeslots*

12:30-14:00: *Free Lunch*

14:00-16:30: Training course on Leadership - *Defining session plan and timeslots*

Day 4 – Thursday 16th May

09:30-11:00: Training course on Leadership – *Development of supporting materials*

Speaker Mr Jacques SKOWRON, Consultant

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

11:00-11:15: *Coffee break*

11:15-12:30 : Training course on Leadership – *Development of supporting materials*

12:30-14:00: *Free Lunch*

14:00-16:30: Training course on Managing change and problem solving in the Public administration - *Defining training course objectives*

Speaker: Mr Gilbert ELKAIM, Director of the Institute of Regional Administration (IRA) of Lille

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

Day 5 – Friday 17th May

09:30-11:00: Training course - Managing change and problem solving in Public administration - *Defining session plan and timeslots*

Speaker: Mr Gilbert ELKAIM, Director of the Institute of Regional Administration (IRA) of Lille

Location: National School of Administration - 2, Avenue de l'Observatoire, 75006. Room 114

11:00-11:15: *Coffee break*

11:15-12:30 : Training course on Managing change and problem solving in Public administration - *Defining session plan and timeslots*

12:30-13:30: *Free Lunch*

13:30-15:30: Training course on Managing change and problem solving in Public administration – *Development of supporting materials*

15:30-16:00: Course Evaluation

- Recapitulation of key learning points – debriefing
- Participants evaluation
- Awarding of training certificates