

Information, Communication and Public Participation and Outreach for the Legislature

A Training Manual



**The Centre for Parliamentary Studies and
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Outline of the manual

This manual contains four stand alone course modules split into different sessions. The time and duration of each session varies, ranging from about 1 hour to a maximum of 2.5 hours.

Course Code	Course Description	Course Duration
CPST: 113	Effective Communication Skills for Parliamentary Business	26hrs
CPST: 110	Public Policy and Legislative Research and Analysis	30hrs
CPST: 111	Legislative Outreach and Public Participation	22hrs
CPST: 107	The Hansard	24hrs

Each module is carefully designed to achieve different learning outcomes which are summarised below:

- Module 1, **Effective Communication Skills for Parliamentary Business** aims at equipping parliamentarians, staff in the legislature and any other interested persons with knowledge and skills that can help them communicate more effectively. The course presents good communication skills as a crucial tool for political leadership and emphasises the need for good listening and public speaking skills, media and public relations for parliamentary business.
- Module 2, **Public Policy and Legislative Research and Analysis** aims at equipping learners with diverse skills and knowledge that will enhance their ability to exercise scrutiny over the policy making process for effective decisionmaking. The course is targeted at legislators, legislative staff and other interested parties at local, national, regional and international levels.
- Module 3, **Parliamentary Outreach and Public Participation** aims to equip the learners with the relevant knowledge, skills and attitudes to realise the participation of citizens in self determination. At an operational level, parliamentary outreach and public participation is geared at facilitating effective public participation in the business of the legislature as an institution.
- Lastly, Module 4, **The Hansard** is a professional and technical course intended to expose lawmakers, legislative staff, and other interested parties to the Hansard production process and the importance of the Hansard reports in assisting legislators to execute their constitutional mandate.