

**SCOPE OF TRAINING FOR BACHELOR OF PUBLIC MANAGEMENT/BACHELOR OF DEVELOPMENT MANAGEMENT/  
BACHELOR OF INTERNATIONAL AFFAIRS MANAGEMENT**

<b>Government Administration</b>	<b>Public Policy and Law</b>	<b>Human Resource Management</b>	<b>Organizational Management</b>	<b>Public Finance</b>
Among the aspects that can be exposed to students are	Among the aspects that can be exposed to students are	Among the aspects that can be exposed to students are	Among the aspects that can be exposed to students are	Among the aspects that can be exposed to students are
Detailed on decision making aspects Role of local authorities Differences between public and private organizations (corporate public agencies) Inter-governmental relations Administrative reform	Program planning and implementation Project planning and Implementation Federal Constitution Government Circulars	Personnel administration in government and private organizations  Performance appraisal management Career development	Organization administration (public and private sectors) Organizational change Organizational development Training in organization Organizational leadership	Revenue and expenditure Managing government acquisition Government budgeting
Among the activities that can be scheduled for students are	Among the activities that can be scheduled for students are	Among the activities that can be scheduled for students are	Among the activities that can be scheduled for students are	Among the activities that can be scheduled for students are
Jurisdiction of federal, state and local government Services provided by local authorities Service quality Decision making Leadership Professionalisms	Policy delivery mechanism Inter-agency implementation Program /project management Interaction with outsider	Recruitment Human Resource Planning Training management Job satisfaction Stress management in workplace Relevant circulars Labour laws and unions	Meeting management Office management Filling system Service quality Information dissemination Teamwork Decision-making Leadership Organizational development Organizational change	Periodic monitoring on budgeting Annual operating and capital expenditure Skills on public finance management (revenue collection, expenditure recording and government procurement Budgeting techniques (such as financial resource allocation) Public investment Accountability, professional and legal ethics in public finance management