Legislative Strengthening Program (LSP)

Initial Curriculum Plan

December, 2008

Contract No. 263-I-03-06-00015-00 (REDI Task Order No. 3)

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Covering the Period from Program Inception through June, 2009

December, 2008

Submitted to:
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Introduction to LSP Basic Curriculum and Training Delivery

The strategy is to choose course materials that match the target groups and their training objectives. Trainers cannot serve all their target groups with the same course materials and will frequently need to develop complementary materials. In consultation with the COR, the LSP will offer the tools and necessary equipment for adequate course material development. LSP Course materials, training methodologies, tools and equipment will be provided according to type (subject) of training, level of training (competency, advance, professional, and special) and according to participant's profile (MPs, Committees, managers, staff).

Training programs will be conducted at the COR by LSP staff or external training providers. LSP training coordinators will facilitate and manage all logistics for the training such as sorting course materials, preparing training tools needed and required equipment. During the training, LSP coordinators will assist the trainer, distribute the course materials, necessary forms and will receive the evaluation forms from trainees and trainers. They will also take the daily attendance of trainees.

Forms were developed to facilitate the implementation of the training programs, these forms include:

1. Template. Invitation letters to clients.
2. Template. Training tracking sheet.
3. Template. Training request.
4. Template. Training attendance sheet.
5. Participant Information, Level Anticipated benefit, and level self assessment forms and survey developed by LSP monitoring and evaluation advisor.

These forms will be revised and improved as needed during implementation.

Until the Parliamentary Development Center is physically prepared (at which time some training events will be transferred to the PDC), LSP will conduct training programs at the COR using the following venues:

1. One of the two conference halls located on the first and second floors of the COR, when more than 25 participants are expected. Prior notice and reservation are required. Equipment such as microphones, speakers and screens may be needed for the big conference halls.
2. One meeting room for 25 participants. Prior notice and reservation required.
3. The computer laboratory capable of holding 16 participants.

Basic Training Curriculum

Course Title	Target Group	Training Objective	Course Topics	Start Date	Duration	Number of Participants	Instructor
Art of Negotiation	MPs	Understand the negotiation process and identify factors in the overall strategy.	1. Terminology and concepts. 2. Types of negotiation. 3. Negotiation principles and contemporary language. 4. Media and the negotiation process. 5. Negotiation preparation, selecting a delegation and its responsibilities. 6. Negotiation strategy, tactics and selection factors. 7. Negotiation models and simulation.	(TBD)	2 x 1.5h	30	ICC
Budgeting Process	MPs	Introduce basic accounting principles, financial management and international best practices in budgeting and budget execution.	1. Introduce participants to definitions of accounting and budgeting terms. 2. Introduce various approaches in the field of accounting and budgeting. 3. Discuss the steps involved in budget preparation and methods of budget execution. 4. Provide participants with an understanding of execution of capital budgets. 5. Introduce the role of internal controls and anti-corruption in the public sector.	Jan 2009 (TBD)	2 x 1.5h	50	Jim Hart, Robert Viernum, and (TBD)
Code of Conduct	MPs, Senior Staff	Understand the principles of ethics in representational government	1. Introduction to comparative "codes of conduct" for parliamentarians. 2. Introduction to comparative "codes of conduct" for parliamentary staff and civil servants. 3. Introduction to comparative "codes of conduct" for senior government officials. 4. Principles behind transparency and accountability in representative government. 5. Identification of useful aspects of ethical codes for Iraq.	Q1 2009 (TBD)	2 x 1.5h	50	Jim Hart, Mac Harb

Course Title	Target Group	Training Objective	Course Topics	Start Date	Duration	Number of Participants	Instructor
Crisis Management	MPs, Political Staff	Identify how to cope and lead during a crisis.	1. Crisis management fundamentals. 2. Some important terms: crisis, management, leadership, challenge administration skills, legal, finance, human resources, management and communication and leadership. 3. Characteristics of a major crisis. 4. Principles of crisis management. 5. Understanding the difference between an incident and a crisis. 6. Decision making	(TBD)	2 x 1.5h	30	(TBD)
Development of the Work System for Committees	Staff from the Research and Media Departments, Library and Committee Clerks			12/22/2008		24	
Ecnomics for Policy-Makers	MPs, Staff	Examine the theoretical foundation of economic policies; how they are implemented in government policy; their potential results.	1. Microeconomics 2. Macroeconomics 3. Implementing economic theory into policy	(TBD)	3 x 1.5h	25	Robert Viernum
Fiscal Management Oversight	MPs, Staff	Examine the general financial system accounts currently applicable to the 2009 Federal Budget.	1. General framework of the financial management oversight system. 2. National accounting system.	(TBD)	2 x 1.5h	50	Robert Viernum, (TBD)
International Relations and Foreign Policy	MPs, Staff	Introduce the basic elements of international relations and a Parliament's role in affecting foreign policy.	1. Introduction to the fundamentals of international relations/foreign policy. 2. Role of international development programs in achieving foreign policy goals. 3. Diplomatic etiquette, rank, and protocol for MP's. 4. Role of Parliament in affecting foreign policy.	(TBD)	2 x 1.5h	50	Jim Hart or (TBD)

Course Title	Target Group	Training Objective	Course Topics	Start Date	Duration	Number of Participants	Instructor
Introduction to Effective Speaking	MPs, Staff	Learn methods to organize a speech or presentation.	1. Discuss 3 steps in developing the main thoughts of a presentation. 2. Practice delivering a 3-minute presentation. 3. Setting up a room for an effective presentation. 4. Visual effects, eye contact -- keeping the audience engaged.	(TBD)	1 x 1.5h		Jim Hart
Introduction to MP's Toolkit	MPs, Staff	Outline tools available to the parliamentarian to effect policy and legislation.	1. Analysis of current tools available 2. Usage of tools in practice 3. Best practices from other Parliaments	(TBD)	2 x 1.5h	50	Jim Hart
Introduction to Policy Development	MPs, Staff	Introduction to theories of how democracies make public policy. Reviews current theories of how problems are identified and how policies are formulated, enacted, and implemented to address public problems.	1. Role of government institutions 2. The media 3. Interest groups 4. Political parties	(TBD)	3 x 1.5h	75	Jim Hart, (TBD)
Overview of International Accounting Standards	COR Accounting Department, and Budget Research Department Staff	Become familiar with International Accounting Standards (IAS).	1. IAS	12/21 - 12/23/2008		25 (8 male, 17 female)	Robert Viernum
Overview of International Accounting Standards	COR Accounting Department, and Budget Research Department Staff	Become familiar with International Accounting Standards (IAS).	1. IAS	12/28 - 12/30/2008		25	Robert Viernum

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Public Relations and Media	MPs, Staff	Introduce the relevance & importance of public relations. Give participants the confidence to communicate with the media and maximize opportunities for positive media coverage.	1. What is PR/Media, and why it is important? 2. Benefits of good public relations. 3. Understanding what journalists are really looking for... what makes a good story, and what makes a good picture? 4. Understanding the different ways of telling the media a story. 5. Understanding the essential ingredients of a good press release and how to write one. 6. How to build good relationships with journalists and avoid pitfalls during media interviews.	(TBD)	1 x 2h	50	Kevin Gash (or TBD STTA)
Report Writing for Committees	Clerks, Interested Staff	Improve quality of written documentation for committees.	1. Introduction to technical and legal writing. 2. Legislative research skills. 3. Documenting legislative intent.	(TBD)	2 x 1.5h	30	(TBD)
Rules of Procedures	MPs, Committee Clerks	Provide guidance and professional advice, assist committee to obtain COR approval of proposed amendment to Rules of Procedures.	1. Review of the current rules of procedure. 2. Analyze difficiencies and gaps with key stakeholders. 3. Develop a list of recommendations to amend the ROP.	11/4/2008	Approx. 12 hours	15	Mac Harb

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Sound Engineering, Video Lighting, Video Mixing, and Non-Linear Editing	Staff from the COR Media Department	Equip the Media Department with skills to produce broadcast-ready TV programming.	1. Sound Engineering with Audio Mixer Techniques. 2. Video and Photography Lighting Design. 3. TV Producction with Video Mixing Techniques. 4. AfterEffects for Non-Linear Editing	January, 2009	10 days	3	AFACT
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Strategic Planning and Decision Making	Senior Staff	Provide participants with the opportunity to improve and/or acquire the necessary knowledge and skills in Strategic Planning, and to learn of ways by which this knowledge can be transformed to serve the public at large. Provide participants with the opportunity to initiate the development of favorable attitudes that one should possess in approaching, analyzing, defining, and steering organizational and management change through strategic planning.	1. Current approach to planning and plan implementation in the COR or other units of COR. 2. Introduction and application of models for setting medium term objectives linked to organizational responsibility charts and budgets. 3. Distinguish between, and clearly link, long-term, medium-term and immediate objectives. 4. Articulate the principal obstacles, and a suggested plan, for improving strategic planning, and the implementation of those plans in the units or departments.	(TBD)	1 x 2h	25	(TBD STTA)