



*Training Course:  
Administrative Law Excellence: Integrating Legal  
Principles into Modern Management*

*27 - 31 May 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Administrative Law Excellence: Integrating Legal Principles into Modern Management

Training Course code: PC1997 From: 27 - 31 May 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction:

The Global Horizon Training Center designed the Administrative Law Excellence: Integrating Legal Principles into Modern Management training program to provide participants with a comprehensive understanding of administrative law principles and their practical implications in modern management systems. This program aims to equip participants with the knowledge and skills necessary to navigate the legal framework governing administrative decision-making and enhance their ability to make informed and compliant managerial decisions.

### Objectives:

- Understand the fundamental concepts and principles of administrative law.
- Identify the key legal requirements and obligations relevant to modern management systems.
- Explore the application of administrative law principles in decision-making processes.
- Learn strategies for managing legal risks and ensuring compliance with administrative law.
- Develop skills in interpreting and applying administrative law regulations and guidelines.

### Methodology:

The training program will employ a combination of interactive lectures, case studies, group discussions, and practical exercises to facilitate learning and active participation. Participants will have the opportunity to engage in real-life scenarios and problem-solving exercises to enhance their understanding and application of administrative law principles. The program will also incorporate relevant examples and industry case studies to provide practical insights.

### Target Audience:

The training program is designed for professionals and managers from both public and private sectors involved in decision-making processes and requires a solid understanding of administrative law and its implications. This includes:

- Managers and supervisors are responsible for implementing policies and procedures.

- Legal and compliance officers seeking to enhance their knowledge of administrative law.
- Professionals involved in regulatory compliance and governance.
- Executives and administrators working in government agencies.
- Business owners and entrepreneurs who need to navigate administrative law requirements.

## Outlines:

### Day 1:

#### Introduction to Administrative Law and its Role in Modern Management Systems

- Overview of administrative law principles and Concepts
- Historical Development and sources of administrative law
- Relationship between administrative law and modern management systems
- Legal Framework and key statutes governing administrative decision-making

### Day 2:

#### Administrative Decision-Making Processes

- Principles of procedural fairness and natural justice
- Administrative discretion and its limits
- Administrative decision-making procedures and requirements
- Review and appeals processes in administrative law

### Day 3:

#### Legal Obligations and Compliance in Modern Management Systems

- Administrative law requirements in regulatory compliance
- Obligations for transparency and accountability
- Access to information and privacy considerations

- Managing legal risks and ensuring compliance

#### Day 4:

##### Application of Administrative Law in Specific Management Contexts

- Administrative law in employment and labor relations
- Administrative law in contract management and procurement
- Administrative law in licensing and regulatory frameworks
- Case studies and practical examples

#### Day 5:

##### Practical Strategies for Applying Administrative Law in Management Systems

- Interpreting administrative law regulations and guidelines
- Effective decision-making within legal parameters
- Mitigating legal risks and resolving administrative law issues
- Developing internal policies and procedures for compliance

## Registration form on the Training Course: Administrative Law Excellence: Integrating Legal Principles into Modern Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
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Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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### Easy Ways To Register

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