

# Organisational Performance

## Managing delivery within budget



One-week professional development workshop  
1 to 5 December 2025 in London



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BRITISH ACCREDITATION COUNCIL  
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PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

The pressure to get value for money from public services has never been greater. The Organisation for Economic Cooperation and Development reports that global activity has proven resilient, but governments face mounting fiscal challenges from the rising cost of debt and increasing spending pressures from ageing populations, climate change, defence and the need to finance new reforms. The challenge for every leader is to decide what services to prioritise for its citizens and to deliver cost savings at the same time. How can public service leaders and managers deliver strong results in such circumstances?

This workshop focuses on the practical steps needed to maximise organisational cost-effectiveness. In particular, we explore how performance frameworks can be used to raise standards and set and monitor budgets. We look at how best to identify and deliver cost-savings and the governance arrangements needed to oversee progress. Whether you are an executive leader, a team manager or a politician, you will need to be confident that your organisation is delivering as much as it can within the resources available.

### Who is the workshop for?

We have designed the workshop specifically for public sector organisations - central, state and local government bodies – as well as parastatals and NGOs.

It will be especially beneficial for senior managers who are:

- Responsible for maintaining or introducing performance management
- Involved in business planning, corporate performance, reform projects and governance issues
- Need guidance on value for money
- Responsible for organisational change management programmes.

The workshop will also be of interest to people working for organisations involved in governance, audit, evaluation, and civil service reform policy. International development donors and consultants will also find the programme valuable in understanding current responses to the challenges that organisations face.

### How participants will benefit

You will be able to:

- Understand performance management and budget setting in its organisational context
- Apply the concept of value for money to programmes, projects and other activities
- Experience developments in good practice and lessons learned from the UK and other countries
- Share your own experiences of managing and implementing performance management systems and budgetary control with other participants
- Explore how these developments may be introduced and/or implemented in your organisation.

### What the workshop will cover

The workshop will include briefings, discussion sessions and practical case study material, to examine good practice. It aims to be highly interactive and you are encouraged to: share your experiences with other participants; debate the potential added value of applying some of the features of models used in the UK; and consider skills and resources required to develop a framework for organisational performance management and budgetary control.

## Programme outline:

	AM	PM
Day 1	Welcome and introductions What is performance management (PM)?  Why is it important? Previous approaches to performance measurement	Participants' informal presentations  Performance frameworks Outline of the steps required for success
Day 2	Budget setting and monitoring: <ul style="list-style-type: none"><li>• Types of cost – fixed and variable</li><li>• Incremental and zero-based budgeting</li><li>• Budget delegation and variance analysis</li></ul>	Identifying and implementing cost savings: <ul style="list-style-type: none"><li>• Types of saving – one-off and recurring</li><li>• Identifying opportunities for cost savings</li><li>• Building delivery plans</li><li>• Transformational change</li></ul>
Day 3	Aligning budgets and performance objectives: <ul style="list-style-type: none"><li>• Organisational vision, mission and goals</li><li>• Understanding outputs and outcomes</li><li>• Logframes and theories of change</li></ul>	Performance assessment and the use of performance indicators: <ul style="list-style-type: none"><li>• What should we measure?</li><li>• Using measurement to learn and develop</li><li>• Dashboard reporting</li></ul>
Day 4	Value for money: <ul style="list-style-type: none"><li>• What does it mean?</li><li>• A case study on applying the concept</li><li>• How to adapt the principles to your organisation</li></ul>	Managing and supporting staff: <ul style="list-style-type: none"><li>• Understanding staff perceptions</li><li>• Agreeing objectives and targets</li><li>• Appraising performance</li></ul>
Day 5	Governance and oversight: <ul style="list-style-type: none"><li>• Stakeholder analysis and consultation</li><li>• Tracking and reporting progress</li><li>• The role of committees and scrutiny boards</li></ul>	Putting developments into practice  Workshop conclusions <ul style="list-style-type: none"><li>• Action planning</li><li>• Review and evaluation of the workshop</li><li>• Presentation of certificates of attendance</li></ul>

We reserve the right to change the programme as necessary.

## Workshop Director

The Workshop Director will be Dr Phil Gibby.

Phil has in-depth experience in performance and financial management within the public sector. He is a qualified accountant, a former Director of Value for Money in the UK National Audit Office and has considerable experience of working with local authorities to build financial resilience and maintain performance standards. He understands the challenges of having to meet performance targets with limited resources when bound by public sector rules and having to operate in a political environment. Phil provides consultancy advice and guidance for a range of central and local government organisations, as well as for NGOs.

## How to apply

Please complete the PAI application form online via our website:

<https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed, please return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director. We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

### Fees

The fee for the workshop will be £2,550 is payable no later than 21 days before the first day of the workshop. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellations

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days or fewer of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

***Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions please let us know.***

**<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>**

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup> Travel to and from the airport in London, travel on scheduled visits during the workshop are provided at cost.

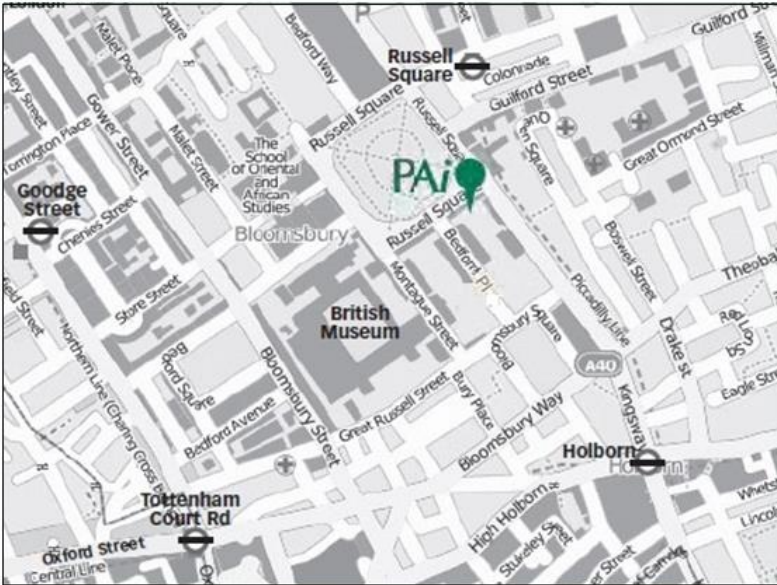
## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## Where we are



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