

# EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS

16 – 20 JANUARY 2017





***“In our quest for court excellence, we need to ensure that our court staff are equipped with the relevant skill sets to undertake and perform their duties to the best of their abilities.”***

**The Honourable the Chief Justice Sundaresh Menon**  
*Supreme Court of Singapore*

## **INTRODUCTION**

To have a modern court or tribunal system that is efficient and effective, Court and Tribunal Administrators holding senior or management positions have to exercise a broad range of professional management skills to manage resources, people, facilities and other assets, information technology and the day-to-day operations. Apart from this, they are also required to provide strategic guidance to assist the Courts and Tribunals to take advantage of the opportunities provided by the emerging new technologies and information, and the challenges posed by the rising demands and changing societal and economic trends.

The **Executive Leadership Programme for Court and Tribunal Administrators** is a five-day intensive and interactive training programme that has been specially designed and contextualised for Court and Tribunal Administrators holding leadership positions, to equip them with key interdisciplinary leadership skills to run the Courts and Tribunals effectively and efficiently. The programme will also help the participants gain a broader perspective of the complex issues and policies governing court administration. To ensure an optimal learning experience, evidence-based case studies and a learning journey will be used to facilitate interactive discussions among the participants.

## **PROGRAMME OBJECTIVES**

The programme provides a unique opportunity for senior officers and professionals engaged in court and tribunal administration to learn together, and from one another through the exchange of ideas and best practices, to become better leaders. At the end of the programme, the participants should be able to:

- i. Appreciate the importance of effective leadership and good governance in the court and tribunal administration and the delivery of excellent court services
- ii. Gain broader perspectives on the complex multi-disciplinary issues that govern the management of Courts and Tribunals
- iii. Confidently lead and manage teams in the area of court and tribunal administration, and be armed with critical leadership and strategic management skills and knowledge
- iv. Effectively handle leadership responsibilities and challenges, think strategically and discover new management approaches and acquire leadership skills to achieve high performance in their own Courts and Tribunals



## TARGET AUDIENCE

This programme is specially designed for senior officers and professionals from the Courts and Tribunals or in quasi-judiciary bodies in Singapore and the region who are holding leadership positions or will be assuming leadership positions in the near future. As the programme will be conducted in English, participants must be proficient in the language.

## SELECTION CRITERIA

Participants will be selected according to their:

- Motivation for implementing change
- Analytical assessment skills
- Current job responsibilities
- English language proficiency



## PROGRAMME FOCUS & CURRICULUM

The programme will cover the following:

Leadership & Strategic Planning	Process Innovation & Management	Managing Court Resources
Measuring Court Performance	<b>KEY TOPICS</b>	Human Resource Management
Strategies for Effective Public Communications	Ethics & Values for Public Officers	Implications of Data Analytics

## KEY INFORMATION

### DATE & DURATION

16 – 20 January 2017 (5 days)

### VENUE

Lee Kuan Yew School of Public Policy  
National University of Singapore  
469C Bukit Timah Road  
Singapore 259772

### APPLICATION

Please submit the completed Application Form online at [www.lkyspp.nus.edu.sg/elpcta/](http://www.lkyspp.nus.edu.sg/elpcta/). All fields and questions are mandatory. Incomplete application forms will not be considered.

### APPLICATION DEADLINE

15 December 2016

### PROGRAMME FEE\*

**\$57,276 with GST (\$56,800 without GST)**

*\*Fee is based on per-person basis and includes learning support materials, food and refreshments. Overseas participants should arrange their own visa, travel costs to and from Singapore, accommodation, transport and their living expenses while in Singapore. Participants are to arrive in Singapore (at least) one day before the start of the programme.*

### ADMISSION

Admission to the Executive Leadership Programme for Court and Tribunal Administrators is subject to review and acceptance. Successful applicants will receive a Letter of Acceptance to aid their visa application to enter Singapore.

All participants will receive a Certificate of Successful Completion upon completion of the 5-day programme.

### CONTACT

For enquiries on the Executive Leadership Programme for Court and Tribunal Administrators, please email: [STATECOURTS\\_Registrar@statecourts.gov.sg](mailto:STATECOURTS_Registrar@statecourts.gov.sg)

### TRAVEL DOCUMENTS

For information on travel documents and visas, please visit the Immigration and Checkpoints Authority website at [www.ica.gov.sg](http://www.ica.gov.sg).

### HOTEL ACCOMMODATION

Foreign participants can consider staying at a hotel near the programme venue. Most hotels in the city (e.g. Hotel Jen Tanglin Singapore, Orchard Hotel Singapore, Parkroyal on Kitchener Road Singapore, Oasia Hotel Novena Singapore) are just 15-20 minutes away from the LKY School by MRT or taxi. The LKY School has arranged a special corporate rate with **Oasia Hotel Novena**, which is located in front of Novena MRT station and only 3 stops away from the School (alight at Botanic Gardens MRT) via MRT. If you would like to book Oasia Hotel Novena for your accommodation, please contact the sales manager, Ms. Cassandra Lin at **+65 6664 0302** or email to [cassandralin@fareast.com.sg](mailto:cassandralin@fareast.com.sg) for further assistance or information on the corporate rate once you have been accepted into the programme and confirmed your place.

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at [www.yoursingapore.com](http://www.yoursingapore.com).

# EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS

INAUGURAL RUN

■ 16 – 20 JANUARY 2017

## PARTICIPANT DETAILS

(MR/MRS/MISS/DR/OTHERS^)^ IF OTHERS, PLEASE SPECIFY

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

ORGANISATION \_\_\_\_\_

ADDRESS OF ORGANISATION \_\_\_\_\_

\_\_\_\_\_

NATIONALITY \_\_\_\_\_ OFFICE NUMBER \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DIETARY RESTRICTION (IF ANY) \_\_\_\_\_ NO OF YEARS OF RELATED EXPERIENCE \_\_\_\_\_

## PROGRAMME EXPECTATION

Kindly complete all the following questions. If space is not sufficient, please add a separate page and submit together with application form.

1. What is your current role and what are your responsibilities?

\_\_\_\_\_  
\_\_\_\_\_

2. In your view, what are some of the main obstacles and challenges that you face at work?

\_\_\_\_\_  
\_\_\_\_\_

3. What do you hope to learn from the course?

\_\_\_\_\_  
\_\_\_\_\_

4. Briefly describe one change that you would like to see implemented in your organisation.

\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT DETAILS

### PROGRAMME FEES\*

S\$7,276 with GST (S\$6,800 without GST)

*\*Fee is based on per-person basis and includes learning support materials, food and refreshments. Overseas participants should arrange their own visa, travel costs to and from Singapore, accommodation, transport and cover their living expenses while in Singapore. Participants are to arrive in Singapore (at least) one day before the start of the programme.*

### MODE OF PAYMENT:

SPONSORED BY

INDIVIDUAL

OWN ORGANISATION

OTHER ORGANISATION

PLEASE STATE THE SUB-BU CODE IF SPONSORED BY SINGAPORE GOVERNMENT AGENCY:

\_\_\_\_\_  
\_\_\_\_\_

\*Delete where applicable



**PAYMENT CONTACT:**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_  
 DESIGNATION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
 ORGANISATION \_\_\_\_\_  
 \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 OFFICE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**IMPORTANT NOTES:**

- All participants must cover their own airfare and incidental expenses/per diem. Participants are to arrive in Singapore (at least) one day before the start of the programme.
- Applicants from countries which are not eligible for training scholarships are welcome to apply with their own source of funding.
- The programme fee for each self-funding participant is S\$7,276 with GST (S\$6,800 without GST) without accommodation.
- Lunch, tea breaks and learning support materials will be provided on training days.

**CANCELLATION POLICY**

Once confirmed, should the participant cancel four (4) weeks before the programme, LKY School reserve the rights to charge the participant or the organisation he/she is from a cancellation fee equivalent to 50% of the course fee even if he/she is entitled to the Scholarship. LKY School reserves the right to postpone or cancel the programme by giving at least 14 days notice.

I have read the cancellation policy and accept its terms.

\_\_\_\_\_  
**SIGNATURE** **DATE**

How did you hear about this course? (You may select more than one option)

- |                                                         |                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> <b>LKY SCHOOL WEBSITE</b>      | <input type="checkbox"/> <b>LKY SCHOOL ALUMNI</b>               |
| <input type="checkbox"/> <b>PROGRAMME BROCHURE</b>      | <input type="checkbox"/> <b>LKY SCHOOL EMAIL / NEWSLETTER</b>   |
| <input type="checkbox"/> <b>INTERNET SEARCH</b>         | <input type="checkbox"/> <b>LKY SCHOOL SOCIAL MEDIA</b>         |
| <input type="checkbox"/> <b>OTHERS, PLEASE SPECIFY:</b> | <input type="checkbox"/> <b>OTHER REFERRAL, PLEASE SPECIFY:</b> |

Please indicate below if and how you wish to be contacted about programmes and exclusive events from LKY School in the future.

- |                                                                   |                                               |
|-------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> <b>PHONE NUMBER</b>                      | <input type="checkbox"/> <b>MOBILE NUMBER</b> |
| <input type="checkbox"/> <b>POST</b>                              | <input type="checkbox"/> <b>EMAIL</b>         |
| <input type="checkbox"/> <b>NO, I DO NOT WISH TO BE CONTACTED</b> |                                               |

LKY School will use the above information to contact you regarding the programme. We will not share any of your personal information without your written consent.

Please note that photography, audio and video recording may occur during the programme. All photography, audio and video recording may be used by National University of Singapore (NUS) for education, marketing, promotional and/or publication purposes. If you do not wish to have your image recorded or published for this programme, please inform us via email before the start of the course.

Send your application materials to us by email or post. Put **“EXECUTIVE LEADERSHIP PROGRAMME FOR COURT AND TRIBUNAL ADMINISTRATORS”** as the email subject line or on the envelope flap.

You can also submit your application **ONLINE**. Visit [www.lkyspp.nus.edu.sg/elpcta](http://www.lkyspp.nus.edu.sg/elpcta) for more details.

**POST**  
 Lee Kuan Yew School of Public Policy  
 National University of Singapore  
 469C Bukit Timah Road  
 Singapore 259772

**EMAIL**  
 LKYSPPPEP@nus.edu.sg

**ATTENTION**  
 Executive Leadership Programme for Court and Tribunal Administrators

## FACULTY & SPEAKERS

The teaching faculty\* may include experienced members and subject-matter experts from the Lee Kuan Yew School of Public Policy, National University of Singapore (LKY School), as well as senior judicial officers and court administrators from the State Courts of Singapore. Guest speakers will also be invited to present lunchtime talks.



**Prof. Simon Chesterman**  
Dean,  
Faculty of Law  
National University  
of Singapore



**Prof. Lim Siong Guan**  
Professor (Practice)  
Lee Kuan Yew  
School of Public Policy



**Prof. Zeger van der Wal**  
Associate Professor  
& Assistant Dean (Research)  
Lee Kuan Yew  
School of Public Policy



**Prof. Lam Chuan Leong**  
Professor (Practice)  
Lee Kuan Yew  
School of Public Policy



**Judicial Commissioner  
See Kee Oon**  
Presiding Judge  
State Courts, Singapore



**Ms Jennifer Marie, SC**  
Deputy Presiding Judge  
and Registrar  
State Courts, Singapore

*\*The list of faculty and speakers is non-exhaustive and subject to changes.*

**ABOUT  
STATE COURTS  
OF SINGAPORE**

The State Courts of Singapore are committed to inspiring public trust and confidence through an effective and accessible justice system. They handle about 90% of all judicial matters in Singapore, and comprise the District Courts, Magistrates' Courts, Coroners' Court, Small Claims Tribunals and Community Disputes Resolution Tribunals. The District Courts and Magistrates' Courts exercise original criminal and civil jurisdiction and some of them are also designated as specialist courts such as the Criminal Mentions Courts, Community Court, Traffic Court, Bail Court and Night Courts. For more information, please visit [www.statecourts.gov.sg](http://www.statecourts.gov.sg).

**ABOUT  
LEE KUAN YEW  
SCHOOL OF  
PUBLIC POLICY**

The LKY School is an autonomous, professional graduate school of the National University of Singapore. Our mission is to educate and train policy-makers and leaders, with the objective of raising the standards of governance throughout the region, improving the lives of its people and, in so doing, contributing to the transformation of Asia and beyond. In addition to masters and PhD programmes, LKY School offers high quality customised Executive Programmes that cater to the needs of time-constrained senior managers and professionals, with the aim of delivering creative solutions to real management and leadership challenges. For more information, please visit [www.lkyspp.nus.edu.sg](http://www.lkyspp.nus.edu.sg).

**ABOUT  
SINGAPORE**

One of the world's global cities, Singapore has evolved rapidly from a small trading outpost to a dynamic, multi-cultural and cosmopolitan city-state. Singapore's transformation and development during its first 50 years has gained global recognition, and is especially notable since the country lacks natural resources and domestic raw materials. Through consistent adaptation of best practices and development of own solutions, Singapore has grown to be respected as a capable and forward-looking nation. Political leadership, strategic planning, policy design and implementation have propelled the society upwards and forwards, resulting in a high standard of living and a sound environment for investments, scientific development, education and research. Singapore's civil service is considered to be one of the most competent, efficient and uncorrupt bureaucracies in the world, and is considered a key component in Singapore's successful development.

Foreign government agencies and leaders see immediate value in learning from Singapore's experience. The country frequently receives delegations and officials interested to gain knowledge and ideas to benefit their own public administration, policies and governance systems. Universities and institutions in Singapore frequently play hosts to renowned scholars, thinkers and global leaders, and the nation acts as headquarters to many leading international organisations and companies. Through its geographical accessibility, ease of communication, high levels of security and safety as well as a business-friendly climate, Singapore has become a melting pot of diverse cultures and perspectives

Participants who have attended our Executive Programmes have benefited from this enriching and meaningful learning experience.

