Developing & Communicating Sound Organisational Policy & Procedures

2 Day Workshop

Interactive learning for practitioners responsible for writing and implementing the policies and procedures used by organisations, businesses and management committees.

Learning Objectives
• Understand the function of policy for organisations and their oversight bodies
• Identify the policies and procedures needed for your organisation
• Understand the stages of the policy-development process
• Know how to engage approvers, implementers and those affected to test and deliver what is needed and to facilitate approvals by decision-makers
• Know how to write policies and procedures that are clear and concise
• Understand the features of a good organisational system for policy, procedure and guideline development
• Know how to facilitate smooth implementation
• Know how to plan for long-term management and evaluation

See over for full course outline

All participants receive a copy of The Australian Policy Handbook 6th Edition

Register online at www.policyskills.com.au
Course overview

**Day One: Planning organisational policy and procedures**

1. Policy Issues
   - What is policy? (From public policy to organisational policy)
   - Policies vs procedures
   - Policy as smoke screen or aspiration

2. Organisational policy
   - Why do you need policies and procedures?
   - What makes policies and procedures work?
   - What does good policy look like?
   - Your organisation: What do you have? What do you need?
   - Managing policy development in a changing organisational environment

3. Policy approvers, responsible officers and users
   - What do policy approvers, responsible officers and users want and need?
   - Providing what they need: the briefing note and board paper
   - Encouraging engagement and buy-in

4. What does good policy look like?
   - Common threads and organisational differences
   - Understanding successful policy
   - Defining policy scope (and avoiding policy creep)
   - Developing a policy framework
   - Developing a policy template

**Day Two: Writing and implementing organisational policy and procedures**

5. Developing content for policies and procedures
   - Research and needs analysis
   - Engaging stakeholders
   - Consulting across the organisation
   - Checklists – friend or foe

6. Writing for clarity and purpose
   - Working with your template
   - Achieving the right style and tone
   - Writing in plain English
   - Writing strategies

7. Implementation and communication
   - Achieving sign-off and agreement
   - Integrating policy across the organisation
   - Encouraging uptake
   - Making policies findable and searchable
   - Making policy part of everyday business
   - Policy as part of workplace induction

8. Evaluation and long-term management
   - Guiding and training authors
   - Policy coherence and internal consistency
   - Registering, revising and reviewing policies
   - Evaluating policy and procedures
   - Everything you still want to know

**COSTS**

2 Day Workshop $2,290

Early Bird Rate
Discount of $200 if payment received by 31 May 2019