

From the co-author of  
The Australian Policy Handbook

**policyskills** 

2022 Workshops  
BUILDING POLICY CAPACITY



Expert Facilitators: Peter Bridgman and Nonie Malone

# Developing & Communicating Sound Organisational Policy & Procedures



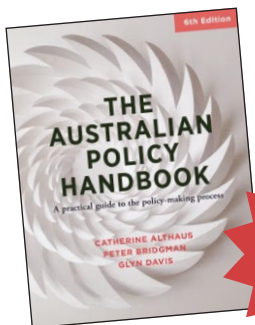
Facilitators

**Dr Judy Gregory and  
Nonie Malone**

**BRISBANE**

**6-7 DECEMBER**

Venue: Leadership Centre  
Australian Catholic University  
Level 3, Cathedral House  
229 Elizabeth Street



**FREE  
copy**

All participants receive  
a copy of *The Australian  
Policy Handbook 6<sup>th</sup> Edition*

*In person and remote places available.*

## 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*

Register online at  
[www.policyskills.com.au](http://www.policyskills.com.au)

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## Course overview

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

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

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#### COSTS

2 Day Workshop \$2,290

Early  
Bird Rate

Discount of \$200  
if payment received  
by 1 November 2022

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#### 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

#### 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