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2018 Workshops
BUILDING POLICY CAPACITY

Expert Facilitators: Peter Bridgman and Nonie Malone

Developing & Communicating Sound
Organisational Policy & Procedures

Key facilitators
**Dr Judy Gregory and
Nonie Malone**

**BRISBANE
4–5 DECEMBER**
Venue: Leadership Centre
Australian Catholic University
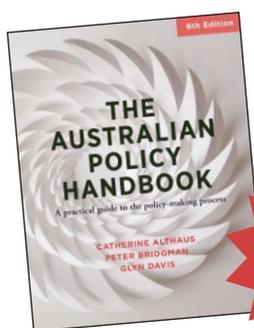Level 3, Cathedral House
229 Elizabeth Street

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

THE AUSTRALIAN POLICY HANDBOOK
A practical guide to the policy-making process
CATHERINE ALTHAUS
PETER BRIDGMAN
GLYN DAVIS

FREE copy

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

Register online at
www.policyskills.com.au

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Course overview

Day One: Planning organisational policy and procedures

Day Two: Writing and implementing 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

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

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