



# POLICY WRITING

"Policy is formed by the unpredictable and shifting forces of politics." - James A. Baker III

This training course helps you become a confident and effective policy writer. You'll learn the key components of structuring, crafting and maintaining policies, to ensure your message is communicated clearly and effectively. We'll tackle writing with clarity and precision, explore how different stakeholders interpret policies, and equip you with the tools to create documents that will stand the test of time. You'll also get an understanding of the legal and ethical considerations involved in policy writing and their implications on the finished product. By the end of this workshop, you'll be able to confidently write policies that are up-to-date, meaningful and fit for purpose.

## Key Course Content:

- Structure your written policy
- Communicate the need for the policy
- Capture the readers interest in the opening lines
- Understand how to convey key messages coherently and concisely
- Establish an easy-to-follow structure
- Eliminate ballast and confusing information
- Discover how to write/structure a procedural manual
- Use an instructional design guide for policies and procedures
- Utilise headings and categories to guide the reader
- Outline consequences for failure to meet organisation standards



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.