

POLICY MAKING, PROCEDURES & PRACTICES



OVERALL OBJECTIVE

The **Policy Making, Procedures, & Practices Workshop** aims to equip the learner to be able to apply the skill of policy making so that they can exercise the power and control directed towards the attainment or preservation of some preferred arrangement in the organization. The focus is on skills to edit, write, review, position, and align policies so as to move them successfully to implementation through procedures and practices. The aim is to ensure that policies become a tool in ensuring that strategy can be achieved in practice.

OUTCOMES

The participants will learn how to:

- Edit policies
- Write policies
- Review policies
- Position policies
- Align policies to strategy
- Establish practices and procedures
- Move policies successfully to implementation

CONTENT

Understanding the Organization Context

- Compile a list of organization policies
- Obtain existing organization policies

Understanding Policy Formulation

- Consider the nature and scope of policy (definition)
- Make sense of the importance and purpose of policies
- Highlight the importance of values
- Consider the pre-policy formulation stages
- Undergo the policy process
- Identify resources available to assist in developing a policy

Understanding Policy Construction

- Differentiate between types of policies, their format and use
 - substantive
 - procedural
 - distributive
 - regulatory
 - re-distributive
- Get acquainted with policy concepts and terminology currently in use

Linking Policies to the Environment

- Review existing practices
- Conduct an impact assessment
- Link policies to strategy
- Incorporate the effects of the environment
- Develop the roles in policy making

Positioning Policies

- Case studies
- Apply lobbying and advocacy
 - rhetoric
 - persuasion
 - lobbying
 - organizing
 - activism
- Understand the importance of dissemination and communication of policies and how to do so while gaining commitment

Creating Policies

- Conduct analysis of two existing policies according to a structured format provided
- Write a workable policy document in line with the organization's strategy
- Review and revise a policy in line with the organization's strategy