



*Training Course:
The Advanced Program of Writing Effective
Policies & Procedures*

*26 - 30 October 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: The Advanced Program of Writing Effective Policies & Procedures

Training Course code: LS235275 From: 26 - 30 October 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Effective business operations are driven by well-crafted policies and procedures. While drafting these documents is important, the true value lies in their clarity, precision, and ability to drive compliance. This advanced training program, offered by [Global Horizon Training Center](#), provides participants with the tools to write clear, effective, and enforceable policies and procedures.

The program goes beyond document drafting techniques and delves into understanding the importance of well-structured policies, procedures, and related documents such as specifications and standards. Participants will learn methods to minimize ambiguity, avoid errors, and ensure the policies align with organizational goals and legal standards.

By focusing on practical application and real-world examples, this course will ensure that participants are equipped to create documents that are precise, practical, and legally sound.

Objectives

By the end of this course, participants will be able to:

- Understand the role and significance of policies and procedures in business operations
- Develop advanced drafting skills applicable to a variety of business documents
- Enhance clarity of expression to improve document effectiveness
- Identify potential issues and challenges in policy development
- Understand the commercial impact and legal implications of policy and procedure writing
- Reduce errors, minimize risks, and prevent disputes related to poorly drafted documents

Target Audience

This course is designed for:

- Managers at all managerial levels
- Supervisors and Team Leaders
- Professionals responsible for drafting or reviewing policies and procedures
- Staff from all departments involved in organizational documentation
- Anyone seeking to improve their skills in writing clear, concise, and legally sound documents

Program Outline

Day 1: Introduction and Foundations

- Overview of Policies and Procedures
 - Importance, roles, and differences between policies, procedures, specifications, and standards
- Principles of Effective Policy and Procedure Writing
 - Clear objectives and concise language in policy drafting
- Legal Considerations in Policy Writing
 - Ensuring compliance with laws and regulations

Day 2: Advanced Writing Techniques and Communication

- Utilizing Clear and Precise Language
 - Writing policies and procedures that are easily understood and actionable
- Tone, Style, and Effective Communication
 - How tone and style influence the effectiveness of written documents
- Ensuring Readability and Understanding
 - Techniques for improving the clarity and accessibility of documents

Day 3: Development and Stakeholder Engagement

- Structuring and Formatting Procedural Documents
 - Organizing content for maximum clarity and impact
- Step-by-Step Procedural Writing
 - Techniques for writing detailed, step-by-step instructions
- Engaging Stakeholders and Incorporating Feedback
 - Identifying relevant stakeholders and ensuring their input in document development

Day 4: Implementation Strategies and Compliance

- Strategies for Successful Policy and Procedure Implementation
 - Best practices for rolling out and enforcing new policies
- Risk Management in Policy Development
 - Identifying risks in the policy-making process and ensuring compliance
- Monitoring and Evaluating Policy Impact
 - Tools for assessing the effectiveness of policies and procedures

Day 5: Practical Application and Program Wrap-Up

- Workshop: Developing a Policy and Procedure
 - Participants work on creating a policy and procedure on a given topic
- Group Presentations
 - Presenting the developed policies and receiving feedback
- Feedback Session and Key Learnings
 - Discussing lessons learned and how to continue improving policy writing skills

Registration form on the Training Course: The Advanced Program of Writing Effective Policies & Procedures

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng):

Position:

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Personal E-Mail:

Official E-Mail:

Company Information

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City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):

Position:

Telephone / Mobile:

Personal E-Mail:

Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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3 Oudai street, Aldouki,
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