Global Horizon
TRAINING CENTER

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

19 - 30 October 2026
Baku (Azerbaijan)

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

Training Course code: LS234673 From: 19 - 30 October 2026 Venue: Baku (Azerbaijan) - Training Course Fees: 9450 Euro

Introduction

All business activities are governed by writing policies and procedures. Much effort is spent on looking at how to draft documents, and, while this is important, it sometimes overshadows the importance of the Policy or Procedure and related documents such as Specifications and Standards. The course will look at how these documents are created, and some of the main clauses that appear in them, all using real examples wherever possible.

The course will then consider methods to be used in drafting Policies and Procedures, and, in particular, how to avoid ambiguity and uncertainty. This is an area that generates large numbers of errors, and the aim of the course is to reduce the frequency of such errors and associated disputes. The course will deal with Policy and Procedure documents written in the English language but will use techniques that have wide application to many types of documents.

Course Objectives

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

- Increase recognition of the use of Policy and Procedures.
- Develop drafting skills, which will be useful tools in all types of documents.
- Improve clarity of expression in documents.
- Increase working knowledge of implications and potential problems with Policy and Procedures.
- Better awareness of the commercial impact of drafting issues.
- Improve the ability to reduce risks.

Target Audience

- Managers at all managerial levels
- Supervisors
- Team leaders
- Also, the course is suitable for all the staff at all levels or departments

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Course Outlines

Day 1: Introduction to Policies and Procedures

- Introduction to the importance and roles of policies and procedures in organizations.
- Understanding the difference between policies and procedures.

Day 2: Foundations of Policy Writing

- Principles of effective policy writing.
- Legal considerations in policy writing.

Day 3: Advanced Policy Writing Techniques

- Utilizing clear and precise language in policies.
- The role of tone and style in policy documents.

Day 4: Developing Comprehensive Procedures

- Structure and format of procedural documents.
- The step-by-step process in writing procedures.

Day 5: Effective Communication in Policy and Procedure Documents

- Ensuring readability and understanding.
- Techniques for effective communication in writing.

Day 6: Stakeholder Engagement and Feedback

- Identifying and engaging stakeholders.
- Incorporating feedback and revisions.

Day 7: Policy and Procedure Implementation Strategies

- Strategies for successful implementation.

- Monitoring and evaluating the impact of policies and procedures.

Day 8: Risk Management and Compliance

- Risk management in policy and procedure development.
- Ensuring compliance with legal and regulatory requirements.

Day 9: Advanced Workshops

- Participants develop a comprehensive policy and procedure on a given topic using skills learned.

Day 10: Presentations and Program Wrap-Up

- Group presentations of developed policies and procedures.
- Feedback session and discussion on key learnings and continuous development.

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.