



*Training Course:
Advanced Policy & Procedure Design for
Organizational Excellence*

*29 June - 3 July 2026
Paris (France)*

Training Course: Advanced Policy & Procedure Design for Organizational Excellence

Training Course code: PS236368 From: 29 June - 3 July 2026 Venue: Paris (France) - Training Course Fees: 5775 € Euro

Introduction

This advanced program, designed by Global Horizon Training Center, equips participants with the knowledge, tools, and practical techniques needed to design, develop, evaluate, and implement effective policies and procedures that support organizational excellence and governance.

The course focuses on aligning policies with strategic objectives, enhancing internal controls, establishing clear workflows, and ensuring compliance with regulatory and operational requirements.

Participants will engage in **daily workshops**, real case studies, and hands-on exercises to master the full lifecycle of policy and procedure design—from identification and drafting to approval, communication, and implementation.

Objectives

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

- Understand policy and procedure frameworks and governance structures
- Identify policy gaps and assess organizational needs
- Design and draft clear, compliant, and actionable policies
- Develop process flows and procedures using international standards
- Establish governance models and approval hierarchies
- Ensure alignment with strategic objectives, risk controls, and audit expectations
- Implement policies effectively and manage change
- Use workshops to create real policies and procedures relevant to their entities

Target Audience

- Policy & Governance Specialists
- Organizational Excellence Professionals
- HR, Admin & Operations Managers
- Compliance, Quality & Internal Audit Teams
- Department Heads responsible for documentation and workflows

- Anyone involved in developing or reviewing policies and procedures

Outlines

Day 1: Foundations of Policy & Procedure Development

Topics:

- Purpose and importance of organizational policies
- Policy governance models and frameworks
- Policy hierarchy: policy, standard, procedure, guideline
- Lifecycle of policy development
- Common challenges and how to avoid them

Workshop:

Policy Gap Assessment Exercise

Participants identify policy gaps and define priorities for development.

Day 2: Policy Design, Structure & Drafting Techniques

Topics:

- Policy components and required structure
- Writing clear and compliant policy statements
- Defining scope, purpose, roles, responsibilities, and authorities
- Aligning policies with strategic objectives and regulatory requirements
- Ensuring readability, clarity, and consistency

Workshop:

Draft Your First Policy

Participants draft a full policy using templates and peer review.

Day 3: Procedure Development & Process Mapping

Topics:

- Difference between policies and procedures

- Procedure formats: narrative, step-based, flowchart-based
- Process mapping using international standards BPMN, SIPOC, Flowcharts
- Designing workflows and approval routes
- Embedding internal controls and compliance elements

Workshop:

Create a Full Procedure + Process Map

Participants develop procedures and map processes for a selected policy.

Day 4: Governance, Controls & Standardization

Topics:

- Approval hierarchies and document control
- Versioning, document numbering, and formatting standards
- Risk-based policy development
- Integration with audit requirements and compliance frameworks
- Policy repository management

Workshop:

Design a Governance and Control Framework

Teams create document control structures and approval workflows.

Day 5: Implementation, Communication & Continuous Improvement

Topics:

- Effective communication and rollout strategies
- Change management techniques for policy adoption
- Training approaches for policy awareness
- Monitoring, review, and continuous improvement
- Auditing policy effectiveness

Workshop:



Full Policy & Procedure Package Presentation

Participants compile their drafted policy, procedure, workflow, and governance documents into a final deliverable.

Registration form on the Training Course: Advanced Policy & Procedure Design for Organizational Excellence

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