Global Horizon
TRAINING CENTER



Training Course:
Writing Effective Policies & Procedures

27 - 31 October 2019
Rome (Italy)

Training Course:
Writing Effective Policies & Procedures

Training Course code: PC3021 From: 27 - 31 October 2019 Venue: Rome (Italy) - Training Course Fees: 5250 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 of Writing Effective Policies & Procedures

- 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 ability to reduce the risks

Course Delegates of Writing Effective Policies & Procedures

The course will be beneficial to those who find themselves responsible for leading on or implementing policy and Procedures mechanisms in both the public and the private sector.

In addition, it will raise the awareness of those who have been allocated 'potential' or specific tasks in maintaining Policy and Procedures but have insufficient time to devote to the subject.

Course Process of Writing Effective Policies & Procedures

The delegates will be involved in the latest trends in seminar presentations. The classroom presentations are made up of interactive practical exercises, supported by audiovisual material and case studies. Delegates will be expected to participate actively in relating the principles of Policy and Procedure writing to the specific needs of their industry.

Course Benefits of Writing Effective Policies & Procedures

- Expanding the expertise of personnel involved in developing Policy and Procedures documents will allow

project and general management teams to be more effective
- Policy and Procedures documents should better reflect the commercial and other aims of the business
- Policy and Procedures should be more structured and focused on business goals
- Disputes should be reduced, and those that do arise should be settled more quickly, with less cost, delay, and disruption
- Managers should have more confidence in discussing issues
- Dispute avoidance skills will be enhanced
- Improved overall processes

Other key reasons to attend are:

- Gain an opportunity to review Policy and Procedures and understand their importance to business
- Obtain the ability to get a broad view of the importance of Policy and Procedures and similar documents and their role in the organizational management
- Understand the different roles of documents
- Learn drafting skills that will be usable in a wide range of situations
- Have the chance to practice drafting skills in a non-threatening environment
- Improve your strategic thinking on how to develop Policy and Procedures documents
- Learn practical techniques for the drafting of Policy and Procedures
- Improve your understanding of contract wording in the English language
- Identify where things can go wrong, and learn how to avoid problems, or mitigate their effects through well-drafted documents and good management
- Improve your ability to interface with other professionals

Course Results of Writing Effective Policies & Procedures

- Provide an understanding of how policy and Procedures are developed
- Consider who needs to be involved in the process of developing such documents
- Investigate issues concerning the use of international technical or other standards
- Improve appreciation of issues in Policy and Procedures and how they relate to other similar documents
- Improve the drafting of work documents
- Reduce the risk of conflict arising from ambiguity or uncertainty

Delegates attending this seminar will gain an improved personal knowledge of Policy and Procedure creation in their organizations, they will learn skills to put into place standards, plans, and strategies which if successfully implemented will increase their professional reputation and improve their ability to deal with the implementation of Policy and Procedures.

Core Competencies of Writing Effective Policies & Procedures

- Report writing skills
- Implementation of procedures
- Project management skills
- Management techniques and practices
- Specialist Policy knowledge and awareness
- Preparation and planning skills
- Problem-solving and analytical thinking
- Gain an in-depth knowledge of the key aspects of writing proper Policy and Procedures
- Recognize and prioritize the issues that are most likely to affect corporate reputation and write solid Policies

Course Outlines of Writing Effective Policies & Procedures

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Day One

Introduction to Policy & Procedure Writing

- Introduction
- Why they are important
- What makes a good Policy
- The structure of Policy and Procedures
- Writing styles
- Incorporation of other documents

Day Two

The Governance and Roles involved in Policy

- The role of Policy and Procedures
- What needs to be included
- Who needs to be involved
- The review process
- The approval process
- Publication

Day Three

How to Implement Policy & Procedures

- Review of examples of Policy and Procedures
- Avoiding ambiguity
- Standards -ISO
- Communications
- How to ensure staff compliance
- Maintenance

Day Four

Drafting Policy & Procedure

- Drafting guides
- Best practice
- Useful tips
- Effective writing
- Commercials
- Drafting exercises, based on the documents reviewed

Day Five

Case Studies and Workshops

- Case Studies
- Groups
- Workshop objectives
- Workshop

- Final wrap-up
- Discussion

Registration form on the Training Course: Writing Effective Policies & Procedures

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
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

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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.