

Writing Policies and Procedures

This course has been written for officers whose role includes the development and implementation of policies and procedures.

It is a very comprehensive session which covers the whole process from the scoping of the policy through to its implementation in the workplace.

Programme objectives

By the end of this programme, delegates will be able to:

1. Scope a policy by defining its purpose and readership
2. Consult with users and individuals who will be impacted on by a policy or who will need to work within it
3. Plan its content
4. Structure the document
5. Write a policy using clear English
6. Construct procedures that are clear and easy to follow
7. Explain the principles of an Equality Impact Assessment
8. Edit and proof the document
9. Implement the policy
10. Identify the need for a review mechanism.

Additional Information

The session is very practical and will involve a range of different exercises – and by the end of the day everyone who has attended will have a framework in place for a work-based policy that they need to develop. There will be opportunities for 1:1 discussion with the tutor, and plenty of input, advice and guidance.

A comprehensive workbook is provided.

Duration: One day