

Effective Policy Making

This programme will provide opportunities for delegates to explore what policy making entails and to acquire/develop skills and approaches that will enable them to make the most of their roles in policy making. This two day format allows for greater use of case studies and exercises, ideal for those who need to hit the ground running in policy-making

Aim

To provide participants with a clear understanding of:

1. What policy is and what policy work involves
2. How they and their organisation fits into a “bigger picture” of policy- and decision-making
3. Systematic approaches to policy-making and a “toolkit” of approaches and techniques for the development and delivery of policy and had opportunities to explore and practice them
4. Recent debates and developments in policy-making

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

Sample programme

Day 1

10.00 **Welcome and Introductions**

- Aims and learning objectives of the day. Participants' aims and experience.

Understanding policy and policy-making

- Policy, policy-making and policy work
- A structured policy framework
- The bigger picture: the wider political and strategic context

Refreshment Break

Setting a Vision

- The importance of developing a strategic vision
- The “line of sight” from current activities, projects and programmes, outputs, objectives and priorities to desired outcomes/vision

Analysis and use of evidence

- Analysing the “what”: factual evidence
- Analysing the “who”: stakeholder identification and mapping
- Preparing for evaluation
- Analysing the “context”: external drivers for change

Lunch

Building and using scenarios

- Thinking strategically

- Identifying uncertainties
- Building scenarios
- Using scenarios in practice

Refreshment Break

Supporting decision-making

- What decision-makers want: including the needs and attitudes of key political decision makers, especially Ministers
- Generating options – creativity in policy work
- Criteria for decision making
- Sifting and sorting options
- Appraising leading options
- Managing risk
- How to present policy issues for decision

Review of the day

16.00 Close

Day 2

10.00

Review of Day 1

- Individual reflection
- Relevance, applicability and value of learning
- Questions and discussion

Supporting decision-making (continued)

Refreshment Break

Planning for delivery

- Who and what is involved
- Planning for delivery – revisit stakeholders
- Influence mapping and pressure analysis
- Communicating effectively. How to inform and influence stakeholders; in particular decision-makers and opinion formers

Lunch

Evaluation

- Evaluating the effectiveness of policy in practice

Putting it all together

- Review of learning
- Practical action planning on participants' own policy issues

Review of the day

16.00

Close

Our trainer

Roger Mendonca

Roger has been working in a Senior Executive role on the delivery frontline of the public sector for the last decade. He has led start-ups, closures and turnarounds and has wide-ranging experience of all operational matters, comprising setting strategic direction, business planning, policy development, change management, financial and resource management, stakeholder management, marketing, media relations, PR and public affairs, governance, information management, business analytics, and HR, including organisational design and the creation and maintenance of a culture of excellence.

Previously Roger worked as a civil servant, advising Ministers on a range of high-profile policy areas. He has studied at Harvard University's Kennedy School of Government, has an MBA from Henley Business School and is a certified Executive Coach.