

## 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 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

## Agenda

**10.00**      **Welcome and Introductions**

**10.15**      **Introducing a framework for policy making**

- What is policy?
- What is policy making?
- Why do we need policy?
- Essential ingredients of good policy
- Why does policy go wrong?
- Types of policy problems

### **Setting a vision**

- What is a vision?
- Essential qualities of a vision
- Examples of visions

**11.15**      Refreshment Break

**11.30**      **Analysis and use of evidence**

- What does analysis involve?
- Frameworks for data analysis
- Planning for Evaluation at the analysis stage

### **Building and using scenarios**

- What are scenarios?
- Typical scenarios
- Ways to play out a scenario

**12.30**      Lunch

**13.30**      **Supporting decision-making**

- What solutions do decision-makers want?
- Managing risk
- Common decision-making pitfalls

**Planning for delivery**

- When is a policy delivered?
- Turning policy into delivery

14.45      Refreshment Break

**15.00**      **Evaluation**

- How do you monitor a policy's success?

**Pulling it all together / putting plans into action**

16.00      Close

## Our trainer

### Clair Fisher

Clair Fisher is an expert in leadership in the Public Sector and teaches widely on the subjects of Policy, Strategy and Public Sector Governance. She leads courses across Whitehall on the Civil Service Learning contract as well as in many other Public Sector organisations. Clair has worked with many of the Civil Service College's overseas delegations, including delivering training to cohorts from India, Sri Lanka, Indonesia and Taiwan. As part of the Caribbean Development Bank's capacity development programme Clair has worked with the governments in Jamaica, Trinidad and Montserrat. Clair is the Senior Lecture on the Brighton University MBA module 'Developing Strategic Capability in the Public Sector' and a tutor on the University of London's Public Policy and Management MSc.

Previously Clair worked as a Senior Civil Servant, working closely with government Ministers on complex projects in times of challenge and change. Clair's first degree was in History in Law and her subsequent qualifications include a Public Sector MBA, a Diploma in Financial Management, Post Graduate Certificate in Higher Education Teaching and Learning and an ILM Level 7 in Executive Coaching. Clair is a fellow of both the Chartered Management Institute and the Higher Education Academy, an associate of the What Works Centre for Wellbeing and a reviewer for the Evidence and Policy Journal.