

POLICY OFFICERS' INTENSIVE

A COMPREHENSIVE WORKSHOP
TO ADVANCE YOUR SKILLS



30 APRIL - 2 MAY
CLIFTONS BRISBANE

EXPLORE

- ▶ **Identify** the fundamentals policy analysis for successful implementation
- ▶ **Discover** different approaches to raising policy issues
- ▶ **Establish** available tools and techniques that will deliver key policy outcomes
- ▶ **Acquire** tips to communicate all stages of the policy process cross-functionally
- ▶ **Develop** effective policy writing communication skills for key policy stakeholders
- ▶ **Determine** the core structure of policy documentation
- ▶ **Explore** successful policy project management, from concept to implementation
- ▶ **Examine** contingency planning and how to effectively mitigate risk
- ▶ **Recognise** the nature of professionalism within the context of a professional public service

EXPERT FACILITATORS



DAY ONE

Carolyn Page
Director
The Clear English Company



DAY TWO

Susan Garner
Director
Garner Willisson



DAY THREE

Rob Richards
Director
Evidentiary

START YOUR LEADERSHIP JOURNEY!

Call +61 2 8239 9711 Priority Code - I



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ABOUT THE EVENT

This comprehensive, highly interactive, three-day program is designed for Policy Officers who are at different stages in their careers. It is a platform for those who want to grow and develop their careers in the public service, whether they are new to public policy or have policy management responsibility within their senior level roles. This integrated program takes a hands-on approach to the complicated world of solving policy problems and will include case studies and practical exercises across a wide range of public policy contexts.

WHO WILL ATTEND?

- ▶ Policy Officers
- ▶ Policy Analysts/Developers
- ▶ Program Managers/Administrators
- ▶ Stakeholder Engagement Managers
- ▶ Compliance Officers
- ▶ Branch Managers

IN-HOUSE TRAINING AVAILABLE

Do you have a team of ten or more people requiring this training?

If so, it may be more cost effective for Liquid Learning to bring the training to you.

Contact us to discuss your needs today.

+61 2 8239 9711
registration@liquidlearning.com.au

30 APRIL DAY ONE

DILEMMAS, TOOLS AND FRAMEWORKS FOR POLICY ANALYSIS AND DEVELOPMENT

Policy analysis and development: The fundamentals

- ▶ The role of policy analysis and obstacles to effective policy
- ▶ Revisiting the stages of policy development
- ▶ The real world: Impediments, interruptions and timing
- ▶ Policy-making models: Cycles, systems and other constructs

Understanding context, policy issues and responses

- ▶ Identifying policy problems: What is driving change?
- ▶ Identifying existing impediments to change
- ▶ Understanding the context, politics and agendas for a proposed policy
- ▶ Reviewing the institutional settings and processes in which policy analysis / development occur
- ▶ Policy and political institutions and their role in public policy
- ▶ Framing policy issues and developing a theory of change
- ▶ Determining the appropriateness of policy approaches
- ▶ Wicked problems and policy experimentation

Developing an evaluative mindset

- ▶ The essential skills and tools for policy analysis
- ▶ Identifying pitfalls and managing risk
- ▶ Using 'Program Logic' and 'Policy Logic' to map policy trajectories and identify measurable indicators of success at each stage of the policy cycle

Plotting for success: Collaboration and communication

- ▶ Combining regulatory, economic and social instruments to achieve a desired outcome
- ▶ Building key relationships and tapping expertise
- ▶ Working with service providers and program managers
- ▶ Making your case: Communicating policy issues and ideas to achieve a favourable outcome

YOUR FACILITATOR

Carolyn Page established the Canberra-based consultancy, the Clear English Company to support government agencies, businesses, lobby groups and not-for-profit organisations to improve strategic thinking and communication.

Since 2007 Carolyn has provided policy analysis, training and strategic advice for over 20 Australian, state and territory government agencies and for a range of voluntary and non-government organisations. With Clive Haggart, she has also delivered close to 100 workshops on the management of workplace bullying, tailored to the needs of specific agencies.



Carolyn Page
Director
The Clear English Company

1 MAY DAY TWO

WRITING EFFECTIVE POLICY DOCUMENTS

Principles of effective policy writing and communication

- ▶ The do's and don'ts: A key overview of effective policy writing
- ▶ Identifying the power of plain language when communicating to non-policy stakeholders
- ▶ Reaching key stakeholders who are integral to the policy process

Organising information for policy writing

- ▶ Assessing the ongoing process of issues identification and how to succinctly raise concerns
- ▶ Stakeholder engagement and consultation

Organising principles for policy documents

- ▶ Mapping out the core structure of the policy - What should a policy document look like?
- ▶ Establishing the policy context and level of detail
- ▶ Identifying policy client demand and ensuring the needs of key stakeholders are met
- ▶ Live updating of conditions: Integrating policy decisions and non-decision into an evolving policy document

Continuing to build your policy writing capabilities

- ▶ Managing and prioritising competing internal and external demands
- ▶ Inviting feedback and constructive criticism to build upon current tools and techniques
- ▶ Success and failure: Learning from the past to benefit policy both present and future
- ▶ Identify tools and techniques to improve your professional research and reading skills
- ▶ Acquire the ability to both deliver and receive feedback in a professional manner

YOUR FACILITATOR

Susan Garner is the director of a Canberra based consultancy firm, Garner Willisson Pty Ltd, which specialises in policy analysis, program evaluation and capacity building. Susan has had a diverse career in the public and private sectors, as a researcher, policy analyst, manager and consultant. During a 20-year public sector career she was responsible for the development of national strategies, reform agendas and budget initiatives in Australian Government portfolios.



Susan Garner
Director
Garner Willisson

2 MAY DAY THREE

INTRODUCTION TO POLICY PROJECT MANAGEMENT AND IMPLEMENTATION

Complexity and public policy

- ▶ What is "policy project management" and why is it important?
- ▶ What is involved with policy project management?
- ▶ Complexity within public policy – understanding the policy space
- ▶ Managing for complexity with policy project management

Policy project planning

- ▶ Implementing good policy project management throughout the policy cycle
- ▶ Success factors
- ▶ Managing and sharing information/evidence effectively, effective communication

Risk management

- ▶ Understanding sources of uncertainty and risk to policy development and management
- ▶ Working to mitigate risks including adverse or perverse outcomes
- ▶ Using evidence to mitigate risks

Beyond planning - Implementation and review

- ▶ Implementing the plan!
- ▶ Good monitoring and evaluation of policy projects
- ▶ Controlling the project -managing quality and resources
- ▶ Managing internal and external perceptions
- ▶ Ethical and professional considerations in public policy

YOUR FACILITATOR

Rob Richards is the Director of Evidentiary Pty Ltd. Rob Richards has over 25 years' experience in environmental management in the public and private sectors. At the beginning of his career, Rob worked with the NSW State Government for 15 years in technical and managerial roles concerning the development and implementation of land management policies and programs.



Rob Richards
Director
Evidentiary

Policy Officers' Intensive

30 April - 2 May 2019

Cliftons Brisbane

Booking Form

Event Reference: POI0419A - B

Priority Code: I



Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone



Delegate Information

| # | Title | Full Name or TBA | Position | Email | Attendance Date/s |
|----|-------|------------------|----------|-------|--|
| 1 | | | | | <input type="checkbox"/> DAY 1 <input type="checkbox"/> DAY 2 <input type="checkbox"/> DAY 3 |
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| 10 | | | | | <input type="checkbox"/> DAY 1 <input type="checkbox"/> DAY 2 <input type="checkbox"/> DAY 3 |



Your Investment

Options (per person)

| Qty | Super Saver Rate Register and pay by 22 February | Early Bird Rate Register and pay by 29 March | Standard Rate |
|----------------|---|---|----------------------------|
| 3 Days | \$2995 + GST = (\$3294.50) | \$3395 + GST = (\$3734.50) | \$3695 + GST = (\$4064.50) |
| 2 Days | \$2295 + GST = (\$2524.50) | \$2595 + GST = (\$2854.50) | \$2795 + GST = (\$3074.50) |
| 1 Day Workshop | \$1545 + GST = (\$1699.50) | \$1695 + GST = (\$1864.50) | \$1795 + GST = (\$1974.50) |

Discounted off standard rates :

Save up to \$700

Save up to \$300

All Prices listed in Australian Dollars

| Group Discounts Available: | 10% off Standard Rate Team of 3 - 4 | 15% off Standard Rate Team of 5 - 7 | 17% off Standard Rate Team of 8+ |
|----------------------------|--|--|-------------------------------------|
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TOTAL
incl GST

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Payment is required prior to attending this event

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Card Number Expiry /

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BSB: 032 002
Account No: 407 273
SWIFT Code: WPACAU2S

Amount

Please quote ref POI0419A - B and registrant name



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Authorising Manager's Details: This registration is invalid without a signature

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Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

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