

Liquid Learning Presents the

Policy Officers' Intensive 2010

A Comprehensive Toolkit to Advance Your Skills as a Policy Officer

This comprehensive three-day program is designed for staff who are new to public policy, senior staff with policy management responsibility and for those who want to grow and develop their careers in the public service. This integrated program takes a hands-on approach to the complicated world of solving policy problems.

- What are policy problems?
- How are they addressed?
- What are options open to decision makers?
- How do policy officers respond to policy demands?
- How do they influence decision makers?
- How is policy communicated and implemented?
- How do I build a career in public policy and in organisational leadership?

MODULE ONE

Practical Tools and Frameworks for Policy Analysis and Development

ESSENTIAL PUBLIC POLICY SKILLS

MODULE TWO

Writing Effective Policy Documents

COMMUNICATION, ORGANISATION AND DISCIPLINE

MODULE THREE

Introduction to Policy Project Management and Implementation

EXTENDING YOUR SKILLS AND DEVELOPING YOUR CAREER



25, 26 & 27 May 2010
Hobart

8, 9 & 10 June 2010
Sydney

21, 22 & 23 June 2010
Canberra

21, 22 & 23 July 2010
Canberra

27, 28 & 29 July 2010
Canberra

17, 18 & 19 August 2010
Adelaide

ADDED VALUE!

All Participants who Register for all Three Modules will Receive a Free Copy of 'The Australian Policy Handbook 4th Edition' and a Certificate of Completion

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www.liquidlearning.com.au

EXPERT FACILITATOR



Peter Bridgman Director
Decisive Consultants



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development opportunities for professionals

Module One

Practical Tools and Frameworks for Policy Analysis and Development

Policy Analysis and Development Fundamentals

A review of contexts for policy analysis and the role of the policy officer:

- The role of policy analysis and obstacles to effective policy analysis
- The stages of policy development
- Key relationships for policy officers
- Reviewing the institutional settings and processes in which policy analysis and development occurs
- Understanding the rationale for public policy

Policy Issues and Responses

A review of approaches to defining problems and proposing solutions:

- The nature of the policy agenda and the source of policy problems
- The role of the policy officer in framing policy issues
- Dealing with politics, agendas, and power

Policy Instruments and Frameworks for Analysis

An overview of the policy choices open to organisations and how to determine the appropriateness in any given setting:

- Tools for delivering policy outcomes efficiently, and with equity, and operational simplicity
- Combining policy instruments
- Tools for policy analysis

The Stages of Policy Making

A review of how policy issues are worked through policy making process, to implementation and evaluation:

- The nature of institutions and their role in public policy
- Policy making models: cycles, systems and other constructs
- The real world: impediments, interruptions and intrusions
- Relationships: A key to effective policy

Module Two

Writing Effective Policy Documents

Principles of Effective Policy Writing and Communication

A review of the key process and resources available to policy officers:

- The do's and don'ts of policy writing
- The power of plain language
- Reaching policy stakeholders

Organising Information for Policy Writing

An examination of how to write effective, reader-focussed policy documents:

- The ongoing process of issues identification
- Stakeholder engagement and consultation

Organising Principles for Policy Documents

This session will explore format options, and provide insight into how to select the most appropriate document structure, given the context:

- Mapping out the core structure of the policy - What should a policy document look like?
- Establishing the policy context
- Meeting the needs of policy clients
- Integrating policy decisions (or non-decisions) into an evolving policy document

Continuing to Build Your Policy Writing Capabilities

A review of strategies that effective policy professionals can use to improve their potential:

- Managing and prioritising competing demands
- Inviting feedback and constructive criticism
- Learning from cases of policy success and policy failure
- Improving your research skills and professional reading habits
- Giving and receiving feedback

TEACHING METHOD AND PRE-COURSE ASSESSMENT

This course will be delivered using a three tiered approach. The structure of each session is as follows:

1. Technical overview of the topic
2. Practical application of management principles in the review of case studies, worked examples and interactive exercises
3. Discussion of outcomes and implementation problems

Course participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to respond to individual questions.

WORKSHOP SCHEDULE

8.30 - 9.00	Registration & Morning Coffee
9.00 - 10.30	Session One
10.30 - 10.50	Morning Tea
10.50 - 12.30	Session Two
12.30 - 1.30	Networking Lunch
1.30 - 3.00	Session Three
3.00 - 3.20	Afternoon Tea
3.20 - 5.00	Session Four
5.00	Close of Workshop

Module Three

Introduction to Policy Project Management and Implementation

Complexity and Public Policy

An examination of the nature of complexity, and why public policy work is hard:

- What is complexity and how does it influence public policy problems?
- How to make sense of complex problems
- Organising and managing for complexity
- Organising for Public Policy Stakeholders

Policy Project Planning

This includes a discussion of the merits of applying project management techniques within the policy making process, and demonstrates why this is critical to successful policy implementation:

- Steps in the policy project management process
- Initiating a policy project
- Policy project success factors

Risk Management

The management of risk is central to all projects:

- Understanding risk and uncertainty in public policy projects
- Working to mitigate the probability and impact of risks
- Contingency planning

Beyond Planning - Implementation and Review

An examination of the actions policy officers / project managers must take to ensure that policy project work is undertaken as planned:

- Transitioning from planning to control
- Monitoring and controlling project work
- Tracking quality and resource expenditure
- The importance of effective communication with all project stakeholders
- Managing risk and issues when adverse circumstances arise
- Closing policy projects

Professionalism in Public Policy

An examination of the nature of public policy in the context of a professional public service including:

- The nature of professionalism
- Reflections on the future of public policy
- The role of ethics and the ethics of role for policy professionals



ABOUT THE FACILITATOR



Peter Bridgman Director
Decisive Consultants

Peter has over 25 years experience designing real, workable solutions for government and business. He has a track record tackling tough problems and making ideas into reality. He is a barrister and psychologist with unique experiences at the highest levels of major organisations.

Peter led the central policy agency of the Queensland government as well as its central governance agency. He has been Cabinet Secretary, head of Arts Queensland, and directed international, non-government and higher education. He was corporate legal counsel of a major government department, and has board experience on government corporations and statutory authorities.

Peter has an unparalleled record in complex decision making, policy development and implementation, legislative drafting, organisational development legal advice, ethics and integrity advice and executive management.

Peter's policy and management expertise covers: administrative reform, adoption, agriculture, arts and culture, biosecurity, child protection and welfare, community safety and crime prevention, corrections, corruption prevention, counter terrorism, critical infrastructure, economic development, food safety, governance of agencies, grants programs, higher education, human resource management, industry reform and regulation, international education, employment support, law and justice, major events, native title, natural resource management, parliamentary liaison, registration of professions, workforce management.

Peter wrote The Australian Policy Handbook, Australia's leading textbook on public policy, with Catherine Althaus and Glyn Davis, now in its fourth edition.

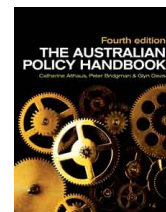
WHO WILL ATTEND

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

ADDED VALUE!

Participants who register for the full three day program will receive a free copy of 'The Australian Policy Handbook 4th Edition'

You will also add to your professional credentials and receive a Certificate of Completion following attendance.



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Registration Information																	
Organisation Name																	
Address						City/Suburb			State		Postcode						
Title		Full Name or TBA				Title		Full Name or TBA				Title		Full Name or TBA			
Position						Position						Position					
Phone				Fax				Phone				Fax					
Email						Email						Email					
Please select your modules:			Please select the city you wish to attend:			Please select your modules:			Please select the city you wish to attend:			Please select your modules:			Please select the city you wish to attend:		
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			27, 28 & 29 July 2010 Canberra		<input type="checkbox"/>				27, 28 & 29 July 2010 Canberra		<input type="checkbox"/>				27, 28 & 29 July 2010 Canberra		<input type="checkbox"/>
			17, 18 & 19 August 2010 Adelaide		<input type="checkbox"/>				17, 18 & 19 August 2010 Adelaide		<input type="checkbox"/>				17, 18 & 19 August 2010 Adelaide		<input type="checkbox"/>
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* Please photocopy this form if more than three delegates will attend

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Your Investment											
<input type="checkbox"/> Please confirm my registration for the Policy Officers' Intensive 2010											
Module		Standard Rate									
<input type="checkbox"/> 3 Days		\$3295 + GST = (\$3624.50)									
<input type="checkbox"/> 2 Days		\$2295 + GST = (\$2524.50)									
<input type="checkbox"/> 1 Day		\$1295 + GST = (\$1424.50)									
TOTAL incl GST										<input type="text"/>	
All prices listed in Australian Dollars											
<p>Modules are priced on an individual basis and cannot be combined with another delegate Note: Course Materials, refreshments & lunches are included. Travel and accommodation are NOT included.</p> <p>Group Discounts Available: Register 4 people or more and receive 10% off the total investment</p> <p>Conditions: Group Discounts apply for bookings made simultaneously and on one invoice only.</p>											
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