

DEVELOPING THE PROFESSIONAL PUBLIC POLICY ANALYST



GENTEX[®]
TRAINING CENTER



Introduction

Developing the Professional Public Policy Analyst builds the analytical craft that sound public decisions depend on. Policy analysts work where evidence is incomplete, stakeholders disagree, and time is short, yet they must still produce advice a minister or board can act on. This Developing the Professional Public Policy Analyst Training Course develops the full analyst skill set: problem definition, evidence appraisal, quantitative and qualitative analysis, option development, and clear written advice. Participants work with recognised methods, including costbenefit analysis, regulatory impact assessment, logic models, and the policy cycle. Furthermore, the course covers data literacy, ethical analysis, and briefing senior decision-makers. As a result, participants leave able to produce analysis that is rigorous, transparent, and useful.

Developing the Professional Public Policy Analyst Course Objectives

- Define policy problems precisely using evidence and root cause analysis.
- Apply the policy cycle and the ROAMEF framework to analytical work.
- Evaluate evidence quality using established hierarchies and source appraisal.
- Conduct costbenefit analysis, cost-effectiveness analysis, and basic economic appraisal.
- Apply regulatory impact assessment (RIA) methodology to policy options.
- Use quantitative methods including descriptive statistics and basic regression interpretation.
- Apply qualitative methods such as interviews, case studies, and thematic analysis.
- Build logic models and theories of change for policy interventions.
- Write clear policy briefs, options papers, and ministerial advice.
- Apply ethical standards, impartiality, and transparency in policy analysis.



Course Methodology

The course applies interactive, practice-based methods:

- Facilitated workshops on live policy problems.
- Hands-on analysis using real datasets and appraisal templates.
- Case studies of strong and weak policy advice.
- Writing clinics producing policy briefs and options papers with peer review.
- Simulation of a ministerial briefing and challenge session.
- Action planning that converts each method into an analytical commitment.

Who Should Take This Course

- Government policy analysts and advisers.
- Civil servants in ministries, agencies, and regulators.
- Research officers and evidence specialists.
- Program and delivery analysts in the public sector.
- Think tank and NGO policy researchers.
- Consultants producing policy analysis and advice.

Developing the Professional Public Policy Analyst Course Outlines

Day 1: Foundations of Policy Analysis

- Defining policy analysis and the analyst's role.
- Reviewing the policy cycle and the ROAMEF framework.
- Distinguishing analysis, advice, and advocacy.



- Understanding the policy-making environment and constraints.
- Mapping stakeholders in the policy process.
- Applying ethical standards and impartiality principles.
- Reviewing your current analytical practice.

Day 2: Problem Definition and Evidence Appraisal

- Framing policy problems with clear problem statements.
- Applying root cause analysis with 5 Whys and fishbone diagrams.
- Appraising evidence quality using evidence hierarchies.
- Assessing data sources, validity, and limitations.
- Using descriptive statistics and interpreting basic regression.
- Recognizing bias and avoiding selective evidence use.
- Writing a problem definition and evidence summary.

Day 3: Option Development and Appraisal

- Generating and structuring policy options.
- Conducting costbenefit analysis and cost-effectiveness analysis.
- Applying regulatory impact assessment (RIA) methodology.
- Assessing distributional, equity, and behavioural impacts.
- Using multi-criteria analysis for non-monetised factors.
- Testing assumptions with sensitivity analysis.
- Producing an option appraisal paper.

Day 4: Qualitative Methods and Stakeholder Evidence

- Designing interviews, focus groups, and consultation.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Applying case study and comparative methods.
- Using thematic analysis to interpret qualitative data.
- Triangulating qualitative and quantitative evidence.
- Consulting stakeholders without biasing the findings.
- Documenting methodology for transparency.
- Building a qualitative evidence plan.

Day 5: Communicating Analysis and Influencing Decisions

- Writing policy briefs, options papers, and ministerial advice.
- Structuring written advice with the pyramid principle.
- Building logic models and theories of change.
- Presenting analysis visually with clear charts and tables.
- Briefing senior decision-makers and handling challenge.
- Reviewing advice quality with peer review and after-action analysis.
- Finalizing a personal policy analyst development plan.

Conclusion

By successfully completing Developing the Professional Public Policy Analyst, participants will have acquired practical knowledge of problem definition, evidence appraisal, quantitative and qualitative methods, option appraisal, and written policy advice. They will have gained skills in evidence-based analysis, economic and regulatory appraisal, qualitative research, and policy communication, plus a personal action plan. Gentex Training Center designed this program to develop analysts whose work decision-makers trust.





FAQs

Q1 What is the "Developing the Professional Public Policy Analyst" course about?

It develops the analytical skills policy work requires. Participants study problem definition, evidence appraisal, costbenefit and regulatory appraisal, quantitative and qualitative methods, logic models, and writing advice for senior decision-makers.

Q2 What are the key benefits of the "Developing the Professional Public Policy Analyst" course?

Participants gain sharper problem definition, better-evidenced options, and advice that survives scrutiny. Organizations also make more defensible decisions, document methodology transparently, and use analysts' time on analysis rather than rework.

Q3 What skills will I gain from the "Developing the Professional Public Policy Analyst" course?

You will develop four core skills: problem definition and evidence appraisal, economic and regulatory option appraisal, quantitative and qualitative research methods, and policy writing and decision-maker communication.



Q4 What tools, methods, or standards are covered in the "Developing the Professional Public Policy Analyst" course?

The course covers the policy cycle and the ROAMEF framework, evidence hierarchies, costbenefit and cost-effectiveness analysis, regulatory impact assessment (RIA), multi-criteria analysis, sensitivity analysis, descriptive statistics and regression interpretation, thematic analysis, logic models and theories of change, the pyramid principle, and the Green Book style of appraisal practice.

Q5 How is the "Developing the Professional Public Policy Analyst" course applied in real-world practice?

Participants apply the methods to live analytical tasks, such as writing a problem statement, appraising policy options, analyzing consultation data, drafting a policy brief, and briefing a senior official. Each module ends with an action commitment, so learning transfers directly into analytical work.