

GOVERNANCE OF POLICIES & PROCEDURES



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TRAINING CENTER



Introduction

Governance of Policies & Procedures Training Course prepares governance, compliance, quality, and administrative professionals to build and control a policy system that stays current, consistent, and enforceable. Participants work through policy governance concepts, ownership, and hierarchy, policy architecture, taxonomy, and document structure, policy drafting, writing standards, and procedures design, policy approval, publication, version control, and lifecycle management, and policy compliance, attestation, review cycles, and control monitoring as one connected discipline. The programme links the authority behind a policy with the drafting, approval, and review discipline that keeps it usable. As a result, learners gain a practical command of policy and procedure governance. Furthermore, the course strengthens policy judgement, document control, and review discipline.

Governance of Policies & Procedures Course Objectives

- Explain policy governance concepts, ownership, and accountability.
- Apply the policy hierarchy: strategy, policy, standard, procedure, guideline.
- Apply policy taxonomy, classification, and document architecture.
- Apply policy drafting standards, plain language, and readability rules.
- Apply procedures design, process steps, and responsibility matrices.
- Apply approval workflows, consultation, and authorisation routes.
- Apply version control, document numbering, and change records.
- Apply publication, accessibility, and awareness distribution methods.
- Apply attestation cycles, acknowledgements, and compliance monitoring.
- Apply review schedules, expiry rules, and policy lifecycle governance.

Course Methodology

- Interactive sessions built on real policy and procedure cases.

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- Workshops on policy drafting, taxonomy design, and procedure writing.
- Group exercises on approval workflows and control design.
- Hands-on practice with policy templates, registers, and version logs.
- Simulation of a policy review board and an attestation cycle.
- Facilitator coaching and peer review on policy system improvement plans.

Who Should Take This Course

- Governance and compliance officers.
- Policy analysts and policy owners.
- Quality management and document control staff.
- Administrative and corporate affairs professionals.
- Risk and internal control professionals.
- Consultants advising on policy frameworks.

Governance of Policies & Procedures Course Outlines

Day 1: Policy Governance Foundations

- Policy governance concepts, purpose, and business value.
- Policy ownership, custodianship, and accountability lines.
- The policy hierarchy: strategy, policy, standard, procedure, guideline.
- Policy taxonomy, classification, and numbering conventions.
- Policy governance roles, committees, and review boards.
- Common policy failures: duplication, drift, and neglect.
- Case discussion: a policy nobody followed or could find.





Day 2: Policy Architecture and Drafting Standards

- Document architecture and the policy register.
- Policy templates, mandatory sections, and structure.
- Plain language, clarity, and readability rules.
- Scope, definitions, roles, and responsibilities drafting.
- Compliance statements, exceptions, and escalation clauses.
- Cross-references, deviations, and conflict resolution.
- Workshop: drafting a policy using a standard template.

Day 3: Procedures, Process Design, and Controls

- From policy to procedure: translating intent into steps.
- Process mapping and procedure writing techniques.
- Responsibility matrices (RACI) and control points.
- Forms, checklists, and job aids as procedure support.
- Segregation of duties and approval controls in procedures.
- Procedure usability testing and user feedback.
- Exercise: writing a procedure and control matrix for a process.

Day 4: Approval, Publication, and Version Control

- Approval workflows, consultation, and authorisation routes.
- Document control: numbering, versions, and change logs.
- Publication channels, intranet design, and accessibility.
- Awareness, communication planning, and training integration.
- Retention, archiving, and disposal rules.

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- Translation and multilingual policy management.
- Simulation: running a policy approval and publication cycle.

Day 5: Compliance, Attestation, and Review Cycles

- Attestation cycles, acknowledgements, and record keeping.
- Policy compliance monitoring and testing methods.
- Non-compliance handling, exceptions, and waivers.
- Review schedules, expiry rules, and triggers for revision.
- Measuring policy effectiveness and adoption.
- Policy lifecycle governance and continuous improvement.
- Capstone: presenting a policy and procedure governance framework.

Conclusion

By successfully completing Governance of Policies & Procedures, participants will gain a practical command of policy governance foundations, policy architecture and drafting standards, procedures and process design with control points, approval, publication and version control, and compliance, attestation and review cycle management. They will acquire skills in policy governance and ownership design, policy drafting and architecture, procedure and control design, and approval, version control, and policy lifecycle management that hold up under scrutiny. Gentex Training Center designs the programme to help professionals govern policies and procedures with confidence.

FAQs for the Governance of Policies & Procedures course





Q1 What is the "Governance of Policies & Procedures" course about?

It prepares governance, compliance, quality, and administrative professionals to build and control a policy system that stays current, consistent, and enforceable. The course spans policy governance foundations, policy architecture and drafting standards, procedures and process design, approval, publication and version control, and compliance, attestation and review cycles.

Q2 What are the key benefits of the "Governance of Policies & Procedures" course?

You gain a practical command of policy and procedure governance that links the authority behind a policy with the drafting, approval, and review discipline that keeps it usable. The course improves ownership and hierarchy design, strengthens drafting clarity and procedure design, sharpens document control and version management, and builds attestation and review discipline that keeps policies alive.

Q3 What skills will I gain from the "Governance of Policies & Procedures" course?

You will develop four core skills: policy governance and ownership design, policy drafting and architecture, procedure and control design, and approval, version control, and policy lifecycle management.



Q4 What tools, methods, or standards are covered in the "Governance of Policies & Procedures" course?

The course covers policy governance concepts, purpose and business value, policy ownership, custodianship and accountability lines, the policy hierarchy of strategy, policy, standard, procedure and guideline, policy taxonomy, classification and numbering conventions, governance roles, committees and review boards, document architecture and the policy register, policy templates, mandatory sections and structure, plain language, clarity and readability rules, scope, definitions, roles and responsibilities drafting, compliance statements, exceptions and escalation clauses, cross-references, deviations and conflict resolution, translating policy into procedure, process mapping and procedure writing, responsibility matrices (RACI) and control points, forms, checklists and job aids, segregation of duties and approval controls in procedures, procedure usability testing, approval workflows, consultation and authorisation routes, document control with numbering, versions and change logs, publication channels, intranet design and accessibility, awareness, communication planning and training integration, retention, archiving and disposal rules, translation and multilingual policy management, attestation cycles, acknowledgements and record keeping, policy compliance monitoring and testing, non-compliance handling, exceptions and waivers, review schedules, expiry rules and revision triggers, measuring policy effectiveness and adoption, and policy lifecycle governance and continuous improvement.



Q5 How is the "Governance of Policies & Procedures" course applied in real-world practice?

Participants apply it to real work such as drafting a policy using a standard template, writing a procedure and control matrix for a process, building a policy register and numbering scheme, running a policy approval and publication cycle, designing an attestation cycle, setting review schedules and expiry rules, and presenting a policy and procedure governance framework. The same methods support document control improvement and policy effectiveness measurement.