

PUBLIC POLICY DEVELOPMENT, GOVERNANCE & ADMINISTRATION



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TRAINING CENTER



Introduction

Public Policy Development, Governance & Administration Training Course prepares public sector professionals to design, implement, and evaluate policy that delivers real results for citizens. Policy rarely fails at the drafting stage alone; it fails during coordination, resourcing, and delivery. This programme follows the full policy cycle and shows how governance structures, administrative systems, and evidence shape outcomes at each step. Furthermore, it links international practice to the daily realities of ministries, agencies, and local authorities. In addition, participants examine regulatory impact, stakeholder consultation, and implementation planning. As a result, they leave able to turn policy intent into well-governed, measurable public action.

Public Policy Development, Governance & Administration Course Objectives

- Apply the full public policy cycle from agenda setting to evaluation.
- Use the OECD policy cycle and regulatory impact assessment methods.
- Conduct evidence-based policy analysis with cost-benefit and options appraisal.
- Design stakeholder consultation and public participation processes.
- Align policy design with governance structures and accountability frameworks.
- Prepare implementation plans with clear delivery milestones and resources.
- Apply administrative law principles, delegation, and regulatory drafting standards.
- Develop policy monitoring frameworks with KPIs and evaluation criteria.
- Coordinate across ministries, agencies, and delivery partners effectively.
- Manage governance risks, ethics, and compliance within policy administration.



Course Methodology

This course uses expert-led sessions, applied case studies, and structured group workshops. Participants work through a live policy problem, drafting a policy brief, an implementation plan, and a monitoring framework. In addition, they take part in a simulated inter-agency coordination meeting and a public consultation exercise. Templates, checklists, and peer review support immediate application.

Who Should Take This Course

- Policy analysts, advisors, and researchers in government bodies.
- Senior public administrators and programme directors.
- Regulatory affairs and legislative drafting officers.
- Strategic planning and performance specialists in public agencies.
- Consultants and managers working with government clients.

Public Policy Development, Governance & Administration Course Outlines

Day 1: The Public Policy Cycle and Policy Analysis

- Stages of the policy cycle and their governance interfaces.
- Agenda setting, problem definition, and policy windows.
- OECD policy cycle and regulatory impact assessment basics.
- Evidence sources, data quality, and research methods.
- Options appraisal and cost-benefit analysis.
- Stakeholder mapping and interest analysis.



- Case study: diagnosing a policy failure.

Day 2: Governance Structures and Policy Institutions

- Institutional roles in policy making and approval.
- Cabinet processes, ministerial accountability, and delegation.
- Coordination mechanisms across ministries and agencies.
- Decentralisation and local government policy roles.
- Transparency, access to information, and ethics in policy work.
- Public consultation standards and feedback loops.
- Workshop: mapping a policy governance structure.

Day 3: Policy Design, Regulatory Drafting, and Impact

- Writing clear policy objectives and outcome statements.
- Regulatory drafting standards and legislative clarity.
- Regulatory impact assessment and compliance cost analysis.
- Behavioural insights and policy instrument choice.
- Risk assessment in policy design and rollout.
- Consultation records and justification of decisions.
- Exercise: drafting a policy brief and RIA summary.

Day 4: Implementation, Administration, and Delivery

- Turning policy into implementation plans and milestones.
- Resource planning, budgeting, and procurement alignment.
- Delivery units, project governance, and accountability chains.
- Change management and capability building for reform.

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- Service design and administrative process improvement.
- Managing inter-agency dependencies and bottlenecks.
- Simulation: an inter-agency delivery meeting.

Day 5: Monitoring, Evaluation, and Policy Learning

- Building policy monitoring frameworks and indicator sets.
- Logic models, theories of change, and results chains.
- Evaluation types: formative, summative, and ex-post.
- Using evaluation findings to revise policy.
- Reporting to oversight bodies and the public.
- Institutional learning and knowledge management.
- Action planning for policy improvement.

Conclusion

By successfully completing the Public Policy Development, Governance & Administration Training Course, participants will have acquired the knowledge to manage the full policy cycle, apply regulatory impact assessment, and align policy with sound governance and administration. They will understand how consultation, delivery planning, and evaluation strengthen policy outcomes. As a result, they can lead evidence-based reform in their institutions. Gentex Training Center delivers this programme with practical templates participants use directly in public sector work.

FAQs for the Public Policy Development, Governance & Administration course





Q1 What is the "Public Policy Development, Governance & Administration" course about?

It covers the full policy cycle, from problem definition and analysis through design, implementation, and evaluation. The course also examines the governance structures and administrative systems that determine whether policy delivers results, so participants connect policy decisions to institutional accountability.

Q2 What are the key benefits of the "Public Policy Development, Governance & Administration" course?

Participants gain a structured method for designing policy that survives implementation. The course improves evidence use and regulatory impact analysis, strengthens inter-agency coordination, and provides monitoring and evaluation tools that show whether policy actually works and where it needs revision.

Q3 What skills will I gain from the "Public Policy Development, Governance & Administration" course?

Participants develop public policy analysis and design, regulatory impact assessment, governance and inter-agency coordination, and policy monitoring and evaluation. These four skills form the core capability set the course reinforces through its workshops.



Q4 What tools, methods, or standards are covered in the "Public Policy Development, Governance & Administration" course?

The course covers the OECD policy cycle, regulatory impact assessment, cost-benefit and options appraisal, stakeholder mapping, logic models and theories of change, results chains, KPI-based monitoring frameworks, consultation standards, administrative law and delegation principles, and policy brief and RIA templates.

Q5 How is the "Public Policy Development, Governance & Administration" course applied in real-world practice?

Professionals apply it by drafting policy briefs with assessed options, running structured public consultations, and preparing implementation plans with milestones and budgets. They also build indicator sets to track results, report to oversight bodies, and revise policy based on evaluation evidence.