

PUBLIC POLICY DEVELOPMENT



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TRAINING CENTER



Introduction

Public Policy Development Training Course equips professionals with a complete method for building effective policies from the ground up. Participants learn to identify policy needs, consult stakeholders, draft clear options, and move decisions into practice. The program blends policy theory with hands-on drafting, appraisal, and implementation planning. As a result, learners gain the confidence to lead policy work inside ministries, agencies, and public organizations. Furthermore, the course strengthens drafting quality, coordination, and measurable delivery at every stage.

Public Policy Development Course Objectives

- Identify policy needs through evidence reviews and stakeholder consultation.
- Apply problem definition tools such as problem trees and root-cause analysis.
- Draft policy options with clear objectives, scope, and success criteria.
- Use cost-benefit analysis and regulatory impact assessment (RIA) to test options.
- Apply the policy cycle model from agenda setting to evaluation.
- Design consultation plans using power-interest grids and public participation methods.
- Build implementation frameworks with budgets, timelines, and responsibilities.
- Develop monitoring and evaluation indicators with baselines and targets.
- Align policy proposals with governance, legal, and transparency requirements.
- Write clear policy documents and briefs for senior decision-makers.

Course Methodology

- Practical workshops focused on drafting real policy documents.
- Case studies drawn from public sector policy reforms.
- Structured group work on problem definition and option appraisal.
- Hands-on practice with RIA, cost-benefit analysis, and logframes.

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- Peer review and facilitator feedback on draft policy briefs.
- Simulation exercises on stakeholder consultation and negotiation.

Who Should Take This Course

- Policy officers, analysts, and advisors in government bodies.
- Public sector managers responsible for policy design and rollout.
- Legal and regulatory affairs professionals supporting policy work.
- Strategic planners and performance specialists in public institutions.
- Consultants and NGO staff engaged in policy development.
- Program managers translating policy into operational plans.

Public Policy Development Course Outlines

Day 1: Policy Foundations and Problem Definition

- Policy concepts, types, and the full policy cycle model.
- The role of institutions, law, and governance in policy design.
- Identifying policy needs through evidence and data review.
- Problem definition with problem trees and root-cause analysis.
- Agenda setting, political context, and stakeholder expectations.
- Principles of transparency, accountability, and public interest.
- Case study: defining a policy problem for a national priority.

Day 2: Evidence, Consultation, and Option Design

- Gathering quantitative and qualitative evidence for policy work.
- Stakeholder mapping with power-interest grids.



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- Consultation methods: surveys, focus groups, and public hearings.
- Drafting policy options with objectives and success criteria.
- Regulatory impact assessment (RIA) and cost-benefit analysis.
- Comparing options with multi-criteria decision analysis.
- Workshop: designing and appraising three policy options.

Day 3: Policy Drafting and Legal Alignment

- Structure of a formal policy document and policy brief.
- Writing clear objectives, scope, and delivery statements.
- Aligning drafts with legal frameworks and regulatory requirements.
- Data protection and privacy considerations in policy design.
- Plain-language drafting for citizens and non-specialists.
- Review, validation, and internal approval processes.
- Exercise: drafting a complete policy brief.

Day 4: Implementation Planning and Coordination

- Turning policy into action plans with clear deliverables.
- Budgeting, resource planning, and delivery timelines.
- Roles, responsibilities, and accountability structures.
- Coordination across agencies, partners, and levels of government.
- Risk registers and mitigation for policy delivery.
- Monitoring frameworks with indicators, baselines, and targets.
- Simulation: resolving an implementation bottleneck.

Day 5: Evaluation, Revision, and Policy Learning



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- Formative, summative, and ex-post evaluation approaches.
- Results-based management and performance metrics (KPIs).
- Reporting policy results to senior leaders and the public.
- Policy revision cycles and institutional learning loops.
- Communicating policy change to stakeholders and media.
- Ethics, transparency, and building public trust.
- Capstone: presenting a full policy development plan.

Conclusion

By successfully completing Public Policy Development, participants will gain a structured, end-to-end understanding of how to build policy that works in practice. They will acquire skills in problem definition, regulatory impact assessment, drafting, and implementation monitoring. Gentex Training Center designs the program to help professionals move from policy ideas to clear, accountable, and measurable public outcomes.

FAQs

Q1 What is the "Public Policy Development" course about?

It covers the full process of building public policy, from identifying needs and defining problems to drafting options, appraising them, and planning delivery. The focus stays on practical documents and methods you can use immediately.





Q2 What are the key benefits of the "Public Policy Development" course?

You gain a repeatable method for creating policy that decision-makers accept and institutions can deliver. The course improves drafting quality, strengthens consultation practice, and reduces implementation risk through structured planning and clear indicators.

Q3 What skills will I gain from the "Public Policy Development" course?

You will develop four core skills: policy problem definition and evidence review, policy drafting and option appraisal, stakeholder consultation and coordination, and implementation planning with monitoring and evaluation.

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

The course covers the policy cycle model, problem trees, root-cause analysis, regulatory impact assessment, cost-benefit analysis, multi-criteria decision analysis, power-interest grids, logical frameworks (logframes), risk registers, and results-based monitoring with KPIs.

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

Participants apply it to live assignments such as drafting a policy brief, running a consultation, and preparing an implementation plan. The same method supports regulatory reviews, cabinet submissions, and policy evaluation reports in public institutions.