



# Institute for Capacity Development (ICD)

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## Policy Formulation, Implementation and Evaluation

### Workshop Objectives

On completion of the Workshop, participants should be able to:

- Understand policy formulation and development processes and procedures
- Clearly understand the context and definition of public policy analysis, formulation and implementation;
- Understand how best to perform policy analysis, formulation and implementation in the public sector environment;
- Enhance the skills for policy analysis, policy writing and the implementation
- Formulate, disseminate and manage policy as a development tool
- Identify and employ policy formulation and implementation best practices
- Undertake programmes and projects impact analysis and evaluation
- Design monitoring instruments in policy implementation
- Identify constraints in policy implementation and come up with solutions

### Target Groups

- Policy researchers and Consultants
- Policy Developers, Implementers and Impact Evaluators
- Revenue/Tax Analysis Officers
- Project Managers , Officers and Operations Managers
- Academics and Policy Advisors
- Public and Private Policy Consultants and Advisors
- National and International Programme and Project staff
- Governmental and Non -Governmental policy Administrators

### Workshop Outline

- General Management Principles and Skills
- Understanding policy and who makes policies
- Policy document types
- Policy structure
- Policy drafting strategies & procedures
- Problem identification, structuring & priorities

- Policy options generation
- Policy selection (cost-benefit, risk analysis, short, medium, long term)
- Needs research and analysis for a new and policy
- Consultation process for policy review and formulation
- Undertaking practical policy research, tools, resources and aids
- Drafting interim policy statements , process ,procedures and best practices
- Draft policy reviews and processes criteria
- Internal and external policy approval committee structures, processes and procedures,
- Public participation and Implementation of draft policies
- The role of public opinion and referenda in policy making , implementation and review
- Policy implémentation styles
- Participation styles, constraints, strategies
- Implementation constraints
- Developing policy assessment tools and techniques
- The role of the private and public sectors in policy development work
- Types of Policy evaluation
- Monitoring and Evaluation procedures
- The role of policy impact evaluation
- Why private and public policies succeed and fail in the modern world
- The policy review and approval process
- Policy change issues, constraints and strategies
- IT Skills
- Action planning

Dates: 04<sup>th</sup> – 15<sup>th</sup> June 2018

Cost: US\$2850/delegate

Duration: 2 weeks

Venue: Pretoria, RSA