



Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;
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Phone: +264-61-401445; Fax: +264-61-401446; Cell: +264-81-3866883; Cell, +264-81-4219013;
Email: enrol@icdtraining.com
Website: www.icdtraining.com

Policy Formulation, Implementation and Evaluation

Course Objectives

On completion of the course, 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
- 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

Course Outline

- Management principles skills and applications
- 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
- Use of SPSS in policy evaluation
- The role of policy impact evaluation
- Why private and public policies succeed and fail in the modern world
- The policy review cycles and status
- The policy review and approval process
- Policy change issues, constraints and strategies
- Computer applications and D-base Management
- Action planning

Dates: 07th – 18thNovember2011

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Pretoria, South Africa



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Application/Nomination Form

Organisation _____

Department _____

Email address _____

Postal address _____

Phone numbers _____

Course Title/ Code _____

Attendance Month/ Dates _____

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation _____

Authorised Signature: _____ Position _____ Date: _____