ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COUNCIL WRITING

Writing Council Policy Documents

Write clear, practical council policies that staff and residents can understand and apply.

WHO IT'S FOR

Council officers who write or review policies, procedures and guidelines.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a policy around its purpose, scope and readers
- Separate policy statements from procedures and guidelines
- Write requirements and responsibilities in plain language
- Structure policies so staff and residents can find answers
- Prepare policies for consultation and council adoption
- Review and update documents for clarity and consistency

ABOUT THIS PROGRAM

Our council policy writing training deals with the documents that are hard to apply: a policy written in legislative language, a procedure that leaves out the steps, a policy that residents read one way and officers another, a policy suite that overlaps. Participants learn to plan a policy around its purpose, scope and readers, separate policy from procedure, write requirements in plain language and prepare documents for council. They draft real extracts, so clearer, more consistent council documents follow.

Tailored to your organisation

We work with your policy template, framework and real documents, and the program suits councils in any state or territory.

Talk to us about this program

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Enquire online