ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Policy Writing in Government

Write clear, practical policies and procedures that staff understand and follow.

WHO IT'S FOR

Public servants who write or review policies and procedures.

DURATION

3 hours, 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 guidance
- Write obligations and responsibilities in plain language
- Structure documents so staff can find and apply them
- Keep policies and procedures consistent across the agency
- Review and revise documents for clarity and usability

ABOUT THIS PROGRAM

Our government policy writing training deals with the documents that staff cannot use: a policy full of legislative language, a procedure with missing steps, two documents that contradict each other, a framework nobody has updated. Participants learn to plan a policy around its purpose and readers, separate policy from procedure, write obligations in plain language and structure documents so staff find the answer fast. They draft and revise real extracts, so clearer, more consistent documents follow.

Tailored to your organisation

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

Talk to us about this program

1300 655 098 · info@icml.com.au

Enquire online