ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



BUSINESS WRITING

Policy Writing

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

WHO IT'S FOR

Staff and managers who write or review policies and procedures.

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 in plain, unambiguous language
- Structure policies so staff can find and apply them
- Keep policy documents consistent across the organisation
- Review and revise policies for clarity and usability

ABOUT THIS PROGRAM

Our policy writing training tackles the documents that sit unread: a policy full of legal language, a procedure that nobody can follow step by step, a set of documents that contradict each other. Participants learn to plan a policy around its purpose and readers, write requirements in plain language, separate policy from procedure and structure documents so staff can find and apply them. They draft and revise real policy extracts, so clearer, more usable documents follow.

Tailored to your organisation

We work with your policy template, framework and real documents, so participants practise on policies they write and review.

Talk to us about this program

1300 655 098 · info@icml.com.au

Enquire online