UWI
SCHOOL FOR
GRADUATE STUDIES
AND RESEARCH

Fundamental Principles for Writing Policies and Procedures
Professional Development Workshop
ONLINE

DESCRIPTION

- Policies are concrete tools that express the values and principles of an organisation, and set the tone for its operation. The importance of well-written policies cannot be overstated.

- Good policies are relevant, accurate, clear and enforceable. Their language and text must enable both decision-makers as well as beneficiaries to utilise them. Thus, policy writing is a skill.

- This course will provide a foundation that advances participants' knowledge and skills regarding the necessary (structural and textual) components of a policy document, and it will guide them through the policy writing process.

OBJECTIVE Participants will be able to develop policy and procedures within relevant legal frameworks.

AUDIENCE The course will be of interest to academic and administrative staff at universities, members of the public and private sectors, and NGOs.

US$350 per participant

US$300 for groups of 5 or more

July 16-19, 2024

Register here