Training on Policy Writing

The training shall include but shall not be limited to the following:

Introduction to Policy– definition, principles and types
Basic Policy Process (for agency/organization)
Linking Agency concerns and Policies
- Sample case studies and Policies relevant to ICT

Policy Formulation
- Policy template and structure
- Techniques, writing styles, formats
- Best practices and standard operating procedures

Presenting a policy paper
Policy Implementation and Monitoring
Policy review and update
Interactive, practical exercises and Group write shop sessions
- drafting of ICT policy such as Disaster Recovery Policy and/or
  Information Security Policy)

Other topics related to policy writing

Training shall include the following:
- interactive discussions supported by audio-visual lecture – primarily on
  ICT policy and common government agency policies
- practical exercises and group writing sessions
- Lecture and writing sessions fully guided by the trainer, hand-outs and/or
  soft copy of lecture and practical exercises