

**Dates**  
Apr 14-18 (Kaduna)

**Course Ref**  
EE/G/02

**Duration**  
1 Week

**Fee**  
NGN 89, 500

# POLICY MAKING AND ADMINISTRATION

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This programme is intended for those working or aspiring to work in senior policy-making roles who are tackling demanding policy problems. Participants will be encouraged to bring and address examples of current policy issues in which they are engaged and the course has been structured to provide time for applying the learning in a theoretical sample environment. Applications from policy teams working on the same issue are welcome.

## LEARNING OBJECTIVES

- Identify clearly the nature of policy problems and put them in context of both trends over time and international comparisons
- Use a range of methods for getting to the root causes of policy problems
- Develop and evaluate options leading to a recommendation of a preferred policy solution.
- Apply the key techniques essential for communicating the purpose and nature of the policy changes
- Implement a practical programme and timetable for getting new policies up and running.

## COURSE CONTENT

### Identifying and understanding policy problems

- Using data to interpret performance and to make internal and international comparisons
- Using case studies to analyze a problem through its whole lifecycle
- Learning from front line managers and users of services, including the use of surveys and focus groups
- Analyzing the cost base and funding flows.

### Developing effective policy options

- Clarifying the policy objectives and values
- Collecting and evaluating evidence on 'what works'

- Being open to innovative solutions from front line practitioners, experts, think tanks and entrepreneurs
- Developing and testing hypotheses and identifying potential unintended consequences
- Modeling costs and the funding implications of possible solutions
- Considering what is deliverable politically and publicly.

### Communicating as part of policy management

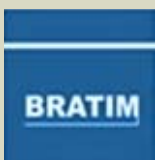
- Preparing the ground for change and creating public debate
- Identifying and communicating with key stakeholders
- Using advisory panels and 'sounding board' groups
- Explaining change to commentators and the media
- Cascading information to managers, employees and trade unions.

### Implementing change

- Considering the need for legislation
- Organizing project management and programme boards
- Incremental change versus big bang the pros and cons
- Piloting and disciplined learning-as-you-go
- Devising incentives to change
- Building a change management culture.

## Sample Schedule

- 🕒 **Morning Session I**  
The first session of the day lasts two and half hours
- 🕒 **Tea Break**  
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**  
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**  
The third and final session lasts two hours
- 🕒 **Group Activity**  
Participants interact in different group tasks



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