

## INTRODUCTION TO ORGANISATIONAL POLICIES AND PROCEDURES

### PURPOSE AND NATURE OF PROPOSED TRAINING

All organisations must have clear and concise policy documents relating to key areas of performance, and a set of procedures for the implementation of those policies.

This seminar provides information about and/or an examination of:

- the reasons for having policies and procedures
- how policies and procedures align with organisational goals
- the relationship between policies and procedures
- the preparation and writing of policy documents
- the preparation and writing of operational procedures
- the management and review of policies and procedures

### Presentation options

It is possible for this seminar, while covering all elements, to be presented slightly differently to different groups of staff.

#### *Management, Coordinators, Team Leaders*

For staff directly involved in the preparation and documentation of policies and procedures, the seminar can be presented with a stronger focus on these elements – that is, practical suggestions relating to the “why, what and who” requirements such as:

- purpose
- scope
- key policy considerations
- document version management

#### *General Staff*

For general staff greater focus can be given to the fundamentals of:

- the need for policies and procedures
- the types of issues for which policies and procedures are important
- how policies and procedures link to organisational goals
- the relationship between policies and procedures

## **FURTHER DETAILS**

### **Length of Seminar(s)**

Each Seminar will consist of:

Interactive Presentation	1.5 hours
Question / Discussion Time	0.5 hours
TOTAL	2.0 hours

### **Group Size**

There is some flexibility with group size but, in order to ensure optimal participation and learning, the ideal number of participants per seminar is between 15 and 20.

### **Cost**

The cost for each seminar presentation is \$150 + GST

### **Certificates**

Following successful completion of a Seminar, each participant will receive a Certificate of Participation.

The contracting agency will also receive a certificate outlining the title of the Seminar(s) and the number of staff who attended.