



**TRAINING  
SOLUTIONS**

**MATIYA TRAINING SOLUTIONS PRESENTS:**

**POLICY DEVELOPMENT, IMPLEMENTATION & MONITORING**

**DATE: 23 - 27 JULY 2012**

**VENUE: CAPE TOWN LODGE, SOUTH AFRICA**

*"Creating a better you through linking business intelligence to ability and interest"*

## **COURSE OUTLINE**

### **Day 1**

- 08:30 Registration and morning tea**
- 08:45 Welcome remarks/ Introduction**
- 10:30 Morning refreshment**
- 12:30 Luncheon**
- 15:00 Afternoon refreshment**
- 16:00 End of Day 1**

### **PREPARATORY ACTION**

- ❖ The Policy situation
- ❖ Development environment
- ❖ The role of participation in development
- ❖ Stakeholder buy-in
- ❖ Philosophy and principles of participatory learning in action (PLA)
- ❖ Theoretical principles of policy development
- ❖ Methodology of PLA
- ❖ Practical application of tools and techniques

### **PROBLEM IDENTIFICATION AND POLICY NEEDS**

- ❖ Problem-based approach
- ❖ Policy planning in context
- ❖ Stages in the cycle
- ❖ Logical framework approach

### **CAPACITY BUILDING**

- ❖ Identification of Needs
- ❖ Principles of development
- ❖ Policy makers (Education and Training)
- ❖ Contact making
- ❖ Participatory self-evaluation
- ❖ PLA

### **SECURING GRANT FUNDING FOR POLICY DEVELOPMENT**

- ❖ Characteristics of the Policy
- ❖ Phases of fundraising
- ❖ Research on donors
- ❖ Information needed to request/ apply for funding
- ❖ Managing policy funds

### **Day 2**

- 08:30 Morning Session**
- 10:30 Morning refreshment**
- 12:30 Luncheon**
- 15:00 Afternoon refreshment**
- 16:00 End of Day 2**

### **NEW POLICY MAKERS/ DEVELOPERS FORUM**

Discuss the "real world" of planning and policy development.

- ❖ **Q & A**

### **MECHANICS OF POLICY AND CODE WRITING**

Veteran or novice, you'll:

- ❖ Explore the fundamentals of policy and code writing through active participation.
- ❖ Review basic legal standards and case law to understand the underpinnings of policies regulations as legal documents

- ❖ Explore problem identification and solving
- ❖ Project management in terms of policy development
- ❖ Resource allocation
- ❖ progress

## CHARRETTES FOR POLICY PLANNING

This dynamic planning framework is a collaborative planning process that features charrettes. This session's exercises will focus on:

- ❖ stakeholder analysis
- ❖ objectives
- ❖ strategies and measures
- ❖ schedules
- ❖ policy meeting planning and facilitation

## WINNING SUPPORT

Great plans and policies often collapse in the face of NIMBY opposition and reluctance of officials to make decisions and implement policies.

- ❖ Gain practical "how-to" tools needed to put together your own outreach and lobbying plans
- ❖ Learn to access politicians' communication and decision making styles, to avoid or manage hostile audiences, and more

## SPEAK THE LANGUAGE OF SUCCESS

In this participatory session, you can learn to deliver difficult messages and difficult policies to indifferent audiences and use successful techniques for taut, attention keeping content and relevant references.

- ❖ Making use of creative concepts to make to the audience remember

## HOT TOPICS FOR POLICY COMMISSIONS/ COMMITTEES

In this session, you will gain an overview of legal trends and best practices for policy boards/ committees/ departments.

- ❖ Cases and developments in policy planning
- ❖ Regulations and procedures in policy development
- ❖ Ethics
- ❖ Disaster and mitigation

### Day 3

**08:30 Morning Session**

**10:30 Morning refreshment**

**12:30 Luncheon**

**15:00 Afternoon refreshment**

**16:00 End of Day 3**

## PURPOSE OF POLICY DEVELOPMENT

- ❖ Clarify performance areas
- ❖ Consistent application
- ❖ Enable fair decision making
- ❖ Improve working conditions (safety, security, health etc)
- ❖ Ensure quality transit service

## THE POLICY DEVELOPMENT PROCESS

- ❖ Planning
- ❖ Research
- ❖ Organization
- ❖ Writing illustration, design
- ❖ Review revision, production
- ❖ Maintenance
- ❖ Implementation

## STRUCTURAL APPROACHES

- ❖ The Synergy between policy and organizational design.
- ❖ Ensuring organizational structures are appropriate to tasks and the environment.
- ❖ Avoiding bureaucratic structures based on clearly defined tasks and relationships

- ❖ Adopting organic structures in planning for dynamic change in fast-changing environments.
- ❖ The relevance of organic structures for implementing changing policies over time.

#### **Day 4**

**08:30 Morning Session**

**10:15 Morning refreshment**

**12:00 Luncheon**

**15:00 Afternoon refreshment**

**16:00 End of day 4**

### **PROCEDURAL AND MANAGEMENT APPROACHES**

- ❖ Operational Management – Focusing on system and decision analyses.
- ❖ The utilisation of quantitative analysis.
- ❖ Gaining a holistic view and an examination of relevant variables;
- ❖ The project management mode of delivery – the totality of activities, inputs and outputs and how they contribute to success.
- ❖ Implementing as an instrument of control and co-ordination.
- ❖ Corporate management techniques that are vital and linked to budget reforms in government.
- ❖ Planning and the process of defining objectives and developing strategies.
- ❖ Aligning the departmental structure and culture to the mission.
- ❖ Understanding the curtail role of people management.
- ❖ Focusing on the relationship between policy and factors that may impact on implementation.

### **BALANCING THE ORGANIZATION'S CULTURAL PRESERVATION, GROWTH AND POLICY DEVELOPMENT**

***(HALF-DAY EXERCISE)***

### **VARIABLES AFFECTING IMPLEMENTATION**

- ❖ Assessing public support and the attitudes of constituency groups;
- ❖ The need for leadership support
- ❖ The vital role of commitment and leadership skills of implementing officials.
- ❖ The necessary socio-economic conditions and technology.

### **SIX CONDITIONS FOR EFFECTIVE IMPLEMENTATION**

#### **Key Considerations**

- ❖ Policy/statutes must contain clear objectives and involve goal objectives;
- ❖ Identifying principal factors and linkages for influencing policy outcomes;
- ❖ Maximizing compliance from implementing agencies and target groups;
- ❖ Harnessing top officials strategic management, political and commitment to goal outcomes;
- ❖ Ensuring ongoing support for programme/s from constituency groups and key shareholders;

#### **Day 5 (Optional)**

***Trip to Robben Island***



**MATIYA TRAINING SOLUTIONS  
REGISTRATION & INFORMATION FORM**

FOR ENQUIRIES, CALL: +27 11 452 6094/7803, FAX: +27 86 613 2061

**POLICY DEVELOPMENT, IMPLEMENTATION & MONITORING WORKSHOP**

**DATE: 23 – 27 JULY, 2012**

**VENUE: CAPE TOWN LODGE, SOUTH AFRICA**

Email: [training@matiya.co.za](mailto:training@matiya.co.za)

Website: [www.matiya.co.za](http://www.matiya.co.za)

**WORKSHOP FEES**  
**Early Bird Registration**  
REGISTER AND PAY BY 29<sup>TH</sup> JUNE 2012  
SAVE R500.00 PER REGISTRANT

**Regular Registration fee R7 990.00 + R1 118.60  
= R9 108.60 (incl. VAT)**  
  
**REGISTER NOW TO AVOID DISAPPOINTMENT**  
*Four and more delegates, additional discount!*  
**CLOSING DATE: 18 JULY 2012**

**REGISTRATION DETAILS**

<b>Delegate 1</b> (Dr / Mr. /Mrs. / Ms.)	
Name:	Position:
Email:	Direct Number:
<b>Delegate 2</b> (Dr / Mr. /Mrs. / Ms.)	
Name:	Position:
Email:	Direct Number:
<b>Delegate 3</b> (Dr / Mr. /Mrs. / Ms.)	
Name:	Position:
Email:	Direct Number:
Full Organization/Company Name:	<b><u>STATE METHOD OF PAYMENTS</u></b>
Billing Address:	EFT: ..... CHEQUE: .....
	Contact details of person responsible for payment
Attention To:	Name: ..... Position: ..... Tel: .....

**\* THIS CONTRACT IS NOT VALID WITHOUT THE ABOVE INFORMATION AND A SIGNATURE BELOW BY AN AUTHORIZING OFFICIAL**

Please read the following **terms and conditions** carefully.

1. **Transport** and **accommodation** are **not** included in the fees
2. Fees include refreshments, luncheons and speaker notes/course material. Registration for groups of 4 or more individuals per organization may qualify for group discounts. Topics, Speakers and Agenda are subject to change without notice
3. **Payment** is to be made within **five (5) working days** of receiving invoice to guarantee your place
4. Delegates **substitutions** are welcome at any time before commencement of the workshop
5. **Cancellations:** Confirm your cancellation in writing (letter, fax or email) at least ten working days prior to the event and receive a refund less 10% service charge per registrant. You will be invoiced for the full amount and full payment will be expected should this not be done. *Regrettably, no refunds can be made for cancellations if this step is not followed.*
6. In the event of **Matiya** cancelling an event, delegate payment at the time will be credited to a future event. The credit is valid up to one year from date of issue. For postponements, payments will be credited to the rescheduled date. *No refunds will be available for postponements or cancellations. Matiya shall not assume responsibility for any loss or damage as a result of substitution, alteration or cancellation/postponement of an event. Matiya will not assume responsibility in the event of the course being cancelled or postponed due to unforeseen circumstances, act of God or any occurrence that renders staging the workshop impossible. This will include, but is not limited to fire, war, labour unrest, extreme weather or an emergency of any sort.*
7. **Recommended Hotel Accommodation:** The Cape Town Lodge – Tel: 021 422 0030

**\*Note: Should you have more than 3 participants to register, you may copy this registration form or attach a list to this registration form.**

Authorizing signature: ..... Designation: ..... Date: .....