

Policy Analysis Toolbox – Part II

Course Summary

Description

This workshop follows Policy Analysis Toolbox Part I (P201) and will provide both policy analysts and subject-matter experts with several tools that will help them to make smart recommendations to management. Starting with a review of problem-identification techniques, this part looks at assessing and selling of options, program planning and contingencies, and performance measurement and evaluation.

Parts one and two of this workshop are different from its sister workshop, Developing Effective Public Policy (P868). The Policy Analysis Toolbox is concerned with the analysis that you would personally undertake to create a policy or program, whereas the other workshop explains at a higher level how policies are developed.

This workshop will maximize the amount of hands-on learning through the use of case studies and group work.

Designed and delivered by a consultant with more than 20 years of experience in policy analysis, this workshop is suitable for those working with strategic or program-level policies.

Objectives

At the end of this course, students will be able to:

- Understand the steps involved with policy analysis
- Identify a clear problem and objective
- Analyze the causes of the problem, leading to a series of policy and program alternatives
- Outline a plan of action and identify risks
- Make and sell a recommendation
- Prepare an outline for performance measurement and evaluation
- Gain simulated experience through case studies and group work

Topics

- Identifying and understanding the causes of a problem through fishbone and gender-based (diversity) analysis
- Benefit-cost screening
- Creating a recommendation
- Written and verbal briefings
- Project planning and contingencies
- Performance measurement and evaluation and logic models

Audience

This course is designed for policy analysts, program officers, and subject-matter experts of the EC-2 to EC-8 levels or equivalent and for managers.

Prerequisites

Before taking this course, students should take ProTech's Policy Analysis Toolbox – Part I.

Duration

Two days