

# Policy Officers

17 - 18 Sep | Online

Workshop

## Essential skills for policy writing and development - a practical guide for effective governance

- Determine the core structure and sequencing of policy documentation
- Tools to effectively communicate all stages of the policy process cross-functionally
- Gain a deep understanding of policy development, analysis models, and real-world challenges
- Create and implement proactive, robust policy development plans with effective monitoring and evaluation

### THE AGENDA

#### Day 1

17 SEP | 9:00 - 4:30

- Policy analysis and development
- Policy logic and strategy
- Plotting for success - collaboration and communication
- Policy development from A to Z - planning, implementation, monitoring and evaluation

#### Day 2

18 SEP | 9:00 - 4:30

- Principles of effective policy writing and communication
- Organise information for policy writing
- Successful policy writing in a dynamic and evolving environment
- Take your policy writing to the next level - effective stakeholder engagement

### YOUR FACILITATOR

A seasoned leader with a wealth of experience in the realms of sustainability, policy, and strategy. Currently Senior ESG Advisor at BDO, Chief Advisor at the Urban Transformation Centre of Western Sydney University, and Non-Executive Director at St George Community Housing, she drives impactful change. Former Deputy Secretary in the NSW Government, Alex spearheaded transformative policy shifts in environment, infrastructure, planning, design, building, renewable energy, and natural resource management. Holding a Master's in Administrative Law and Policy from the University of Sydney, Alex seamlessly blends practical expertise with academic insight, showcasing a career dedicated to positive change and innovation.



**Alexandra O'Mara**  
Director  
Sustainable Solutions Advisory

### GROUP DISCOUNTS

3 - 4 Attendees

**10%**

5 - 7 Attendees

**20%**

8 - 9 Attendees

**25%**

10+ Attendees

**30%**

### BOOK NOW AND SAVE

Rapid Action

**Save \$800**

Ends 24 Apr

Value Plus

**Save \$600**

Ends 24 May

Super Saver

**Save \$400**

Ends 26 Jun

Early Bird

**Save \$200**

Ends 31 Jul

Call +61 2 8239 9711 Priority Code - I

Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

Delegate Information

Table with 5 columns: #, Title, Full Name or TBA, Position, Email. Rows 1-10.

Pricing

Pricing cards for different dates: Ends 24 Apr (Rapid Action Save \$800), Ends 24 May (Value Plus Save \$600), Ends 26 Jun (Super Saver Save \$400), Ends 31 Jul (Early Bird Save \$200), Standard Rate.

GROUP DISCOUNTS table with columns for 3-4 attendees (10%), 5-7 attendees (20%), 8-9 attendees (25%), 10+ attendees (30%), No. of Attendees, Total incl. GST.

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates.

Payment Details

Payment is required prior to attending this event.

Payment form with sections for Credit Card Details, Electronic Funds Transfer (EFT), and purchase order information.

Authority

Authorising Manager's Details: This registration is invalid without a signature

Authority form with fields for Name, Position, Phone, Email, Signature, and Date.

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

Registration Policy If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost.

Liquid Learning Group Pty Ltd takes all care to produce high quality events that deliver as promised. All advertised details are correct at time of publishing.

accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice. Privacy Statement Liquid Learning Group Pty Ltd is committed to your privacy.