Policy Development, Implementation and Management Programme



This programme is designed to equip participants with the knowledge, skills and attitude most needed for formulating, implementing and management policies in organisations

BUSINESS MANAGEMENT SERVICES CONSULTANCY LTD
www.bmsconsultancy.com

Summary

Format: In-Person and Online

Duration: 5 days

Dates:	Venue:	Fee (In-person):	Fee (On-line):
1 – 5 Dec 2025	Johannesburg, South Africa	$4,950	$2,950
26 - 30 Jan 2026	London, United Kingdom	$5,950	$3,950
13 – 17 April 2026	Casablanca, Morocco	$4,950	$2,950
13 – 17 July 2026	Abu Dhabi, UAE	$5,950	$3,950
9 – 13 Nov 2026	Johannesburg, South Africa	$4,950	$2,950

PROGRAMME AIMS

This Intensive training programme will equip participants with the knowledge, tools, and methodologies required to review existing policies, develop new policies, and document them in a structured manner that aligns with international best practices and regulatory standards.

The programme is designed to ensure that policy documents are clear, comprehensive, and implementable, meeting the expectations of senior management team and key stakeholders.

PROGRAMME OVERVIEW

Corporate Policy Development, Review, and Documentation - refers to the comprehensive process within an organization where policies are created, regularly assessed for relevance and effectiveness, and clearly written down in formal documents to guide employee behaviour and decision-making across the company, ensuring alignment with strategic goals and compliance with regulatory requirements.

That said, policy development and management is a complicated process - and one that increasingly depends on wise use of technology to succeed. To develop an effective policy management programme also requires leaders, managers and officers that have the knowledge, competency and appetite to drive the policy into the core of their organisations' strategy and operation by unlocking its potential to improve employee engagement and organisational performance.

This training programme fully prepares participants to translate 'policy into action' by developing the relevant procedures. Participants will explore techniques to ensure that policies are welcomed, understood, accepted and fully implemented by all those who need to use them.

The training programme provides a definitive guide to creating purposeful policies documents, demonstrates online resources and even provides editable templates for future use of all participants. Distribution of the documents on modern devices such as smartphones and tablets will be explored, and publishing resources identified.

WHO SHOULD ATTEND?

This training programme will benefit Senior and Middle Level Management Staff, Heads of Departments, Sections, Units and Officers directly responsible for owning, developing, writing or implementing policies and procedures in both the private and public sector organisations and will greatly benefit:

- Policy Developers and Authors
- HR, Sustainability, Health & Safety, and Quality Managers and Professionals
- Change and Project Managers
- Document Management Professionals
- Senior and Middle Level Management Staff,
- All those tasked with documenting Policies and Procedures

LEARNING OUTCOMES

By the end of this training programme, participants will be able to:

- Develop clear, well-structured policies that align with international standards.
- Acquire an understanding of the key elements of better practice in policy development and review
- Learn analytical tools and frameworks for assessing policy alternatives and implications.
- Develop skills in conducting policy research, data analysis, and evidence-based policymaking.
- Review and update existing policies to meet current regulatory and operational needs.
- Understand the role of stakeholders, political dynamics, and institutional frameworks in policy processes.
- Have an understanding of the key elements of better practice for the policy consultation and communication process
- Effectively engage Senior Management in policy endorsement and approval.
- Gain skills in monitoring policy implementation and evaluating policy outcomes.
- Understand the importance of feedback mechanisms and performance indicators in policy evaluation
- Monitor policy compliance and ensure continuous improvement.
- Incorporate “Best Practices” documentation for writing policies, procedures, and core processes.
- Depen their understanding of global regulations and standards including ISO 37000 Governance of Organizations, ISO15489 Records Management and ISO 27001 Information Security
- Ensure policy documentation is standardized, organized, and implementation-ready.





PROGRAMME OUTLINE

SESSION 1: Fundamentals of Corporate Policy Development & Review

- Understanding the Policy Development Lifecycle – from conception to approval.
- Principles of Good Policy Design – clarity, consistency, feasibility, and enforceability.
- International Policy Frameworks – aligning with ISO, OECD, World Bank, and IPIECA standards.
- Case study: Review of global best practices in corporate policy development.

SESSION 2: Regulatory Compliance and Governance Considerations

- Legal & Regulatory Alignment – integrating policies with Nigerian laws and global standards.
- Corporate Governance Requirements – embedding risk management, accountability, and ethics.
- Stakeholder Engagement Strategy – ensuring inclusivity of business units in policy formulation.
- Workshop: Gap analysis of existing policies against compliance requirements.

SESSION 3: Policy Structuring, Documentation, and Standardization

- Developing a Standardized Policy Template – format, structure, and key elements.
- Writing Policies for Clarity and Precision – avoiding ambiguity and legal pitfalls.
- Policy Categorization & Hierarchy – differentiating between procedures, guidelines, and policies.
- Change Management & Version Control – ensuring smooth transitions from old to new policies.
- Practical session: Rewriting an existing policy using the standardized template.

SESSION 4: Policy Implementation, Monitoring, and Continuous Improvement

- Developing Implementation Strategies – embedding policies into corporate operations.
- Measuring Policy Effectiveness – defining KPIs and monitoring compliance.
- Handling Policy Non-Conformance – corrective actions and enforcement mechanisms.
- Periodic Review Framework – setting review cycles for policy relevance.
- Simulation exercise: Designing an implementation and monitoring plan for a new policy.

SESSION 5: Final Policy Development Exercise and Senior Management Endorsement Process

- Synthesizing Learnings – Developing a Flawless Policy Document.
- Engaging Senior Management – Presentation & Justification Techniques.
- Best Practices in Policy Endorsement – Ensuring Buy-in from Decision-Makers.
- Final Project – Participants Draft a Complete Policy Document for Review.
- Feedback Session &



RELATED POLICY DEVELOPMENT, IMPLEMENTATION & MANAGEMENT PROGRAMMES

Below are selections of our related policy development, implementation & management training programmes. Please contact us if there is a training programme you like more information on, or you do not see listed below.



POLICY DEVELOPMENT AND MANAGEMENT

- Policy Development, Implementation and Management
- Policy Implementation and Evaluation Masterclass
- Effective Policy Review and Consultation
- Effective Policy Communication
- Certificate in Strategic Policy Planning

GOVERNANCE, ETHICS & COMPLIANCE

- Regulatory & Policy Compliance Management
- Certificate in Compliance Management
- Compliance Monitoring and Auditing
- Creating and Leading a World-Class Compliance & Ethics Office and Structures
- Developing ethics codes and policies
- Governance, Ethics and Compliance
- Governance, Risk Management and Compliance
- Building Ethical Awareness and Institutionalising Ethics in Organisations
- Building and Sustaining a Culture of Compliance
- Governance, Transparency, Accountability and Anti-Corruption Measures
- Developing Effective “Whistle-blower” System and Safe Reporting (Whistle-Blowing) Strategy and Policy

DOCUMENTATION AND RECORDS MANAGEMENT

- Mastering Data Collection, Analysis and Presentation
- Records and Information Management Masterclass
- Documents and Records Management Compliance
- Information Security Management
- Electronic Records Management

PROFESSIONAL CERTIFIED - INTERNATIONAL STANDARD ORGANISATION (ISO)

ISO 37000 Governance of Organizations,
ISO15489 Records Management
ISO 27001 Information Security
ISO 19600:2014 Compliance Management Systems
ISO 31000:2009 Risk Management System
ISO 37001:2016 Anti-bribery Management System

ABOUT US



Business Management Services Consultancy Ltd (BMS)

BMS Is an established international firm that specialises in providing learning & development, capacity building and consulting services.

Our extensive track record spans more than two decades. For this time, we have been designing and providing leading-edge learning & development and consulting service solutions to clients across sectors and industries. Our global experience and local knowledge has played a part in making us a trusted partner and preferred choice by many of the world's leading corporations.

With specialists' staff and associates, as well as strategic partnership with top academic institutions, professional bodies, business networks and corporate organisations, we have access to the best and latest expertise. As such, we are uniquely placed to provide a fully integrated response to our clients' needs, whether this is to: develop and manage projects; provide institutional and human capacity strengthening programmes or manage risk.

With roots in the United Kingdom and presence in five regions of the world: Europe, Africa, America, Asia and Middle East we are in a strategic position to provide clients with flexible and responsive professional services to meet the evolving needs of the ever changing and dynamic world.

Our long and successful involvement with the private sector, government ministries, departments and agencies, international development institutions and civil society organisations across the globe, demonstrates our capability to work across industries, sectors and cultures. Some of our clients includes:

ACP Secretariat, Belgium, Addax, Agip, Arab Shipping Company, Australian Maritime Safety Authority, Aviva, BAE Systems, Bahamas Maritime Authority, Bank of England, Barbados Port Authority, Bristow Norway, British Broadcasting Corporation (BBC), British Council, British Gas, British Museum, Cairn Energy, Centrica, Chevron, Coca Cola, Department for International Development UK, Department of Communications South Africa, Department of Energy and Climate Change UK, Dublin Airport, EDF Energy, Eni Oil (Italy), European Commission, Federal Ministry of Finance Nigeria, Federal Ministry of Science & Technology Nigeria, Financial Services Authority UK, Grenada Ports Authority, Halifax Bank of Scotland, Kuwait Oil Tanker Company, London Borough of Lewisham UK, London Transport, Luanda Refinery, Maritime and Coastguard Agency, Namibian Ports Authority, National Health Service (NHS) UK, Nigerian National Petroleum Company (NNPCL}, Nobel Oil Group, Royal Bank of Scotland, Royal Borough of Kensington and Chelsea, Sasol, Shell, South African Maritime Safety Authority, Total, Victoria and Albert Museum UK, World Bank

WHAT MAKES OUR LEARNING PROGRAMMES UNIQUE?

Our Learning approach is based on the three pillars of learning excellence, these are: **Relevance, Quality and Impact.** The approach offers a new breakthrough learning experience: it has 10 ingredients that mark the BMS' learning activities and, together, differentiate us from other learning organisations and institutes.

Our training address relevant issues that affects participants and their work

For learning to be effective, it has to be relevant to individuals and their workplace. That is why, prior to commencement of any programme, we start by understanding our clients and course participants learning needs and the challenges they faced. We in turn tailor the programme to address the relevant issues that affects them and their work.

Unique learning design, method and delivery

Most of our programmes take a blended learning approach – combining experiential, practical, and applied learning with well-tested academic theories, and utilises a variety of learning methods. This powerful mix of learning style is the most excellent way to optimise learning experience and make it stick, as well as assist participants in effectively transferring what they learned back to their workplace

First-class facilitators and resource persons

We are proud of the fact that many of our facilitators and resource persons are among the leading experts in their specialist area. They have in-depth knowledge of their subject, and combine academic expertise with years of hands-on business and industry experience. They are passionate about developing others, and have proven time and time again their ability to facilitate top-quality learning and provide the best possible learning experience.

Continuous and sustainable learning

We believe that learning is a process – not a one-time event. That is why we offer various learning supports e.g. post-programme one-on-one coaching sessions and/ or coaching notes, additional learning resources such as webinars, white papers and eLearning to help participants apply and sustain their learning experience.

Personal learning plan and commitment

Participants are encouraged to document specific insights and action items from each session. Our Facilitators will work with them to identify 3 -5 items they wish to focus on, and how to develop an action plan to implement these insights. The participants are expected to share this with their superiors, colleagues and subordinates and put new learning into immediate application on the job.

Work-based projects associated with coursework

As an option, participant can select a management-approved project that would tackle area of concern from their work place to which development and application of what they have learned would make a positive difference. In this way the training generates a measurable return on investment and pays for itself many times over

Comprehensive learning resources – on and off line

Participants will be provided with comprehensive manual and reference material to support their continuous learning and development, including textbooks (where relevant), in addition to which (on most programmes) they will also have access to online Virtual Learning Forum (VLF). The VLE includes extensive additional learning resources and links to articles, research, surveys and relevant practical tools.

HOW TO APPLY

To apply for The Policy Development, Implementation and Management Programme, please:

- **Email your name or the names of people you want to register to:** training@bmsconsultancy.com
- **Telephone**+44 (0) 74 2411 1719 / +234 810 000 0108 / +31 205 419 3330
- **Online at:** www.bmsconsultancy.com/policy-development-implementation-and-management
- **Complete the booking form below and e-mailing it to:** training@bmsconsultancy.com or
- **Post to:** BMS Consultancy Ltd, Knowledge Dock Centre, University Way, London E16 2RD, UK

An invoice will be sent upon receipt of the booking form. The invoice payment can be made by bank transfer, credit card or cheque. Fees must be paid in full prior to start of the programme.

Your place will be reserved upon confirmation of payment.

You will receive a welcome email with the steps to follow.

You will then be able to access our virtual platform and become familiar with it before your program begins.

BOOKING FORM

Course Title:	Policy Development Implementation and Management		
Attendance:	**In-Person + Online**	**Online**	**Date:**
Delegate Details:	**First Name:**		**(Dr./ Mr./ Mrs./ Ms./ Other)**:
	Last Name:		
	Position:		
	Organisation:		
	Address:		
	Telephone:		**Mobile:**
	Email:		

NOTE: This form may be reproduced for additional registration

COURSE FEE AND GENERAL INFORMATION:

The programme fee covers: tuition; comprehensive set of programme materials and working papers, bag, notebook, pen, gifts; programme certificate; coffee breaks (morning and afternoon); buffet lunch; refreshments; training equipment; plus many other programme expenses.

Delegates are responsible for their own accommodation and travel arrangement. However, our training team can assist participants to find suitable accommodation.

Terms and conditions

Cancellations and refunds

For Cancellations (which must be in writing) received by BMS 60 or more working days before the scheduled training programme, the full fee is payable. For Cancellations within 31 - 60 working days before the scheduled training programme we charge a 40% cancellation fee. For Cancellations less than 30 working days before the scheduled training programme there would be no refund, however course papers and materials given to attendees will be provided. Refunds where applicable, will be made within 30 days of receipt of the written cancellation.

Program Change Policy

BMS reserves the right to cancel the programme, alter the programme, change venues and substitute trainers, speakers and consultants at its discretion. Where the programme is cancelled by BMS, participants will receive a full refund for course fees paid, if alternative dates offered are not acceptable. If for any reason BMS decide to amend or cancel the training programme we will not be responsible for air-fares, hotel or other costs incurred by registrants.