

Policy Analysts' ToolBox

What Today's Policy Analysts
Need to Know



Building Blocks
LEARNING NETWORK

The need for strong policy analysis

In working with organizations across the public sector, it is clear that they require quality policy analysis, advice and well prepared briefings to support all levels of decision making. As a Policy Analyst, you are regularly called upon to provide policy advice and recommendations that are rooted in comprehensive and rigorous analysis, and supported by evidence-based inquiry. In this regard, common requirements for policy analysis include:

- positioning the issue within the big picture of the current government
- presenting the story logically and concisely
- policies and issue briefs solidly based on comprehensive analysis
- advice and options strategically focused on solutions to the issue



From Chaos



**1-2-3
THE PATHWAY
TO SUCCESS!**

To Clarity

Why you should take this course!

This course is designed to give you the perspective and tools you need to deliver convincing policy options and recommendations. Through this comprehensive, hands-on three-day workshop, you will work on two case studies to help become comfortable with a policy development framework. As a participant to this workshop, you will:

- be encouraged to bring real policy issues which you want to study
- identify the steps of the policy development framework and understand how they can best work for you
- develop competencies in several tools in the policy toolbox
- understand how and when it is best to sell your policies up the chain of command
- learn analytical techniques to leverage your capability

Policy Analysts' ToolBox

Designed with both policy analysts and subject-matter experts in mind, this workshop will provide you with some effective tools that will help in formulating good public policy. You will learn how to identify a clear problem and set realistic objectives; how to analyze problems and their solutions; and how to assess and identify the best options.

Who should attend

This course is designed for policy analysts, program officers and subject-matter experts at the EC/PM-2 to EC/PM-7 levels or equivalent and for managers. New recruits or seasoned policy analysts will all benefit from this workshop.

Topics

- Positioning your policy analysis within the needs of management
- Identifying a problem
- Understanding the causes and factors of the problem through fishbone analysis
- Applying risk assessment tools
- Identifying a range of policy instruments
- Adopting a programme, rather than a piecemeal approach
- Understanding the role of regulations and voluntary standards
- Using benefit-cost screening as a precursor to identifying a preferred option

Duration: 3 days

Price: \$1,395.00

Testimonials

"Well done. Good course for new or experienced regulatory development officers. I learned a number of things that filled in gaps..."

"Since I am new to my job in policy, this was a very good introduction for me. I will be strongly suggesting that I attend other courses offered."

"Should be a required course for people starting in Policy. I could have used it 2 years ago."

"One of the best courses I have ever attended. Thanks to the Building Blocks team and especially the instructor for a very educational standards."

Contact us to talk about how we can help

Call 613-230-6255 or email to info@bblockstech.com to set up an appointment and discuss your specific training needs.

Please visit our web site to view a complete list of all the courses we offer.

www.bblockstech.com

Training that works for you

Building Blocks is a full-service provider to government and private sector, providing training, consulting, and facilitation services. As a learning institution focused on adult education and the needs of working professionals, we continuously strive to deliver value-added training programs for you, your team and your organization. For the Policy Analysts' ToolBox course, Building Blocks:

- offers you cutting-edge training and a comfortable atmosphere where participants feel at ease to share and learn from each other about their work experiences and common hurdles that may prevent them from achieving the desired analysis
- will equip you with tools and techniques that are directly relevant to your policy work through a comprehensive hands-on course
- accepts a maximum of 14 participants per class; we limit the number of participants to maximize your learning experience and give you increased access to one-on-one instruction.

Our collaborative approach - Training tailored to your requirements

Our workshops are offered in public sessions, but they lend themselves to modified in-house deliveries because we can then tailor the materials to your specific programme and departmental requirements. This value-added approach ensures that our workshops yield maximum results for participants and your organization.

Our Subject Matter Expert



Ian Hornby

Ian Hornby has been involved in policy analysis, communications, and group facilitation work for more than 25 years, both in government and in the House of Commons.

His work has been as diverse as spokesperson for Energy and Pollution Probe, energy policy advisor, press secretary to the Minister for International Trade, National Crime Prevention Week coordinator, and Executive Assistant to the Chairman of the Parole Board. As manager of the Corporate Policy and Research Division in the then Consumer and Corporate Affairs, he was responsible for coordinating the departmental regulatory review and standards projects in 1993.

Since leaving government in 1993 he has become a leading specialist in regulatory and legislative analysis, providing his services to many government departments (Industry, Treasury Board, Transport, Citizenship and Immigration, CCRA, Fisheries and Oceans, and Health Canada).

Ian has completed numerous contracts concerned with small business, regulatory policy, paper burden, legislative renewal, and compliance strategies. His background and work straddles the two disciplines of policy analysis and communications. This combination has made him adept at consultation design and stakeholder facilitation. In addition, he provides a series of training courses for public servants that parallel his fields of expertise.

Ian holds an MPA from Harvard University and has received extensive training in workshop design and training.