



MC Writers' Toolbox

Effective preparation of a Memorandum to Cabinet

This course is designed for policy analysts, program officers, subject-matter experts and for managers. Experience in policy analysis or programme or operational design is not required. Thus, new recruits or seasoned policy analysts will all benefit from this workshop.

This course is designed for policy analysts, program officers, and subject-matter experts at all levels of the organization, such as EC/PM/AS-2 to EC/PM/AS-7 levels or equivalent, and for managers. Experience in policy analysis, programme or operational design is not required. Thus, new recruits, or seasoned policy analysts and program officers will all benefit from this workshop.

This workshop presupposes that participants are familiar with an analytical framework, similar to that discussed in the Policy Analysts' ToolBox workshop. Participants would benefit by taking a How Government Works-style workshop in advance of this workshop, but it is not mandatory.

Instruction Methodology

Lecturettes and discussion and videos.

Topics:

- The Cabinet Document system
- Understanding the MC's audience
- When MC's are required; when TB Subs are required;
- Introduction to political acuity and communications
- Overview of policy analysis
- Tips for effective MC-writing
- Dealing with hierarchy
- Deconstructing an MC