

Advising, Briefing and Drafting

Policy professionals have a duty to ensure ministers and senior officials are briefed, kept informed of the latest developments and have responses ready should they be questioned by the public, the media, government colleagues or Parliament. Preparing this information in the correct way is crucial if the minister, their senior officials and the department are to function effectively.

Description

Government ministers and senior officials are busy people and require information presented to them as clearly and as concisely as possible. This topic will help you draft documents in different contexts. It will include writing briefings, submissions, ministerial correspondence, writing for different audiences and drafting 'lines to take'.

You will be better able to interpret and understand the needs of ministers and senior officials, and their personal preferences, ensuring their requirements are fully met. This will enable you to tailor briefings and submissions specifically to them. You'll also be able to incorporate their style when briefing in writing or orally, drafting replies to ministerial correspondence and Parliamentary Questions.

You'll also learn how to present an argument with impact so ministers and senior officials can make timely and well informed decisions.

What does it involve?

This topic features an all day workshop in which you'll focus on drafting documents to engage your minister's interest and to persuade them through logical and clear arguments. During the workshop you will also have the opportunity to practise writing in 'live' situations and a variety of formats.

Before the workshop, there will be a selection of background material available to help you prepare, including a comprehensive workbook, videos and documents explaining drafting models and key techniques. Afterwards, you will be asked to use your new skills in a reflective task, reviewing a piece of relevant policy using one of the models you discovered in the workshop. You will do this with the guidance of your manager.

What's the outcome?

On completion of the topic, you will be able to ensure your writing is accurate, brief and clear. This will enable you to produce concise and clear briefings and submissions, in a short time scale. You'll be able to present information accurately and clearly in a structure that is easy to read and understand.

By learning how to present information accurately and clearly, it will enable senior Civil Servants and ministers to make better decisions.

Learning activities



Online
resources



Online
tutorial



Workshop

Delivery method:

F2F

VLE

Estimated learning time:
9 hours

How to book

bookings.governmentcampus.co.uk

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