



Policy 101

Policy is central to shaping the government's priorities and ambitions – yet many civil servants don't see themselves as “policy people”. In reality, successful policy depends on contributions across teams, roles and grades. Policy 101 is designed to give you the confidence, clarity and know-how to input and influence its design and delivery effectively.

Find out how policymaking really happens, the vital role of influencers and implementers, and the positive difference you can make to organisational outcomes and the citizens we serve.

Description

Policy 101 is an engaging, accessible introduction to how policy is created, developed and delivered in a modern Civil Service. It's designed to build the knowledge and skills of anyone who inputs into the policy process, beyond policy specialists. Using relatable scenarios and delivered through a mix of multimedia, this course demystifies policy and shows how you can support a successful process in your day-to-day work.

You'll explore what policy is, why it matters and its role in achieving government objectives. You'll also discover how different teams, such as yours, play a vital role in shaping and delivering successful policy. Through a video, animation, online tutorials and an insightful fireside chat with a policymaker, you'll see how policy moves from an idea to having real-world influence.

What does it involve?

This course blends relevant content with practical activities to help you learn by doing as you move through varied, easy-to-follow sessions. A video introduces you to what policy is and its importance in government. Next, you'll hear from colleagues with contrasting policy and non-policy roles having an enlightening

discussion about the common threads in policy design across government while “myth busting” some policy preconceptions.

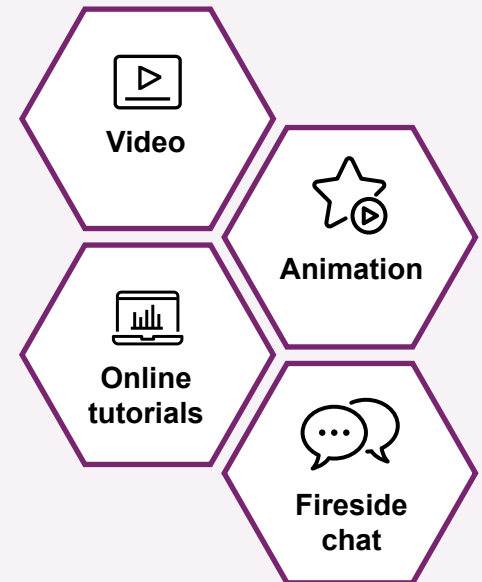
The policy cycle is explained, and what each stage looks like in practice, through an animation followed by two interactive tutorials. Here, the focus is on bringing policy to life without overcomplicating it. You'll work through realistic scenarios – making decisions and receiving feedback – all designed to build your capability and confidence. Finally, the course wraps up with a reflective activity, giving you a valuable chance to think about what it all means for your role, your team and your next steps.

Beyond the course sessions, you'll leave with practical guides summarising what you have learned, with top tips and useful resources for you to access back in your everyday role.

What's the outcome?

You'll leave Policy 101 not only more knowledgeable about policy design and delivery, but with a real-world understanding of how you support the process and help achieve success. You'll feel confident, have clearer insight and practical tools to influence policy in your role – helping you contribute to better decisions, stronger collaboration and more successful outcomes for citizens and our Civil Service.

Learning activities



Delivery method:



Estimated learning time:

2 hours 25 minutes

How to book

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