



## Trainer's notes

Policy Practicum Sessions Overview	
<b>Learning Objective</b>	Participants gain practical experience with initiating, researching, analyzing and planning the implementation of a policy.
<b>Timing</b>	6 x 1-day practical sessions and participants are also expected to work outside training hours to complete the research work
<b>Training method</b>	Practical application of lessons learned in the supportive environment of the workshop and presentations to the workshop as a learning exchange process

The policy practicum is designed to give the participants practice in developing real-life policies within teams and in a supportive environment.

The teams should be of up to 4 participants each.

Participants will be expected to conduct considerable research and consultation in their own time as well as on the practicum days. The workshops and practicum sessions should therefore be appropriately spaced to enable the participants to have enough time to do their work based on their workshop learning.

Participants will also be expected to make presentations to the workshop about their progress and invite workshop feedback as a way for them to share their learning experiences as well as to become accustomed to the practice of seeking feedback on their work. These are essential policy officer skills. It is recommended that each team member has a chance to present for their group.

The trainer needs to continuously remind the participants about the homework that they are expected to do during the course and to be ready to give presentations etc for each policy practicum day.

The following is an outline of the practicum days-

- At the end of workshop 2.1, the **participants form themselves into teams and select a public policy problem**. A handout in the workshop 2.1 materials has been included to assist this process.

The participants are expected to commence work on their policy problems immediately.



- **Policy practicum day 1** – The first practicum day follows immediately after the two workshops on ‘how to initiate a public policy’. In this session, the participants prepare and deliver presentations to the workshop about their policy problem and the results of their research so far. They should seek constructive input and advice from the trainer and the other workshop participants. Through questions, the teams might find more ideas and information to research, which they can follow through with.
- **Policy practicum day 2** – this practicum day follows immediately after the ‘working with stakeholders’ workshops. The participants must do considerable work before this practicum day, including –
  - **Finalizing the preliminary research on the policy problem;**
  - **Prepare a stakeholder map and analysis;**
  - **Design a stakeholder engagement strategy;**
  - **Prepare a problem/solution tree in consultation with some key stakeholders; and**
  - **Identify the scope, objectives etc for a proposed policy.**

The teams will present these achievements to the workshop during the policy practicum day and seek the workshop’s feedback. The feedback may indicate where additional work need to be done, which the teams should complete in the following weeks. After that, the teams should produce a ministerial briefing note proposing the policy, its direction etc and seeking approval to proceed. The trainer should read and provide feedback to the teams on their MBNs and, if there is time, the workshop should also share these documents as part of a mutual learning process.

- **Policy practicum day 3** – This practicum day assumes that the minister has approved the contents of MBN and the participants are able to proceed to research the policy options. This policy practicum day is focused on identifying and analyzing options and the participants must work with key stakeholders to do this, especially to generate the criteria for selecting the best option. This can be a complex process, so the trainer should be prepared to give advice and support. As with the other practicum days, the participants should present their findings to the workshop and seek feedback. It is possible that the participants will ask for two practicum days to complete this work and this should be accommodated wherever possible.
- **Policy practicum day 4** – This policy practicum day is focused on writing a stakeholder consultative paper which presents the issues and options for consultation. They will draw on the knowledge gained throughout the stakeholder engagement workshops to do this. The participants should present their papers to each other and seek feedback, following which the papers can be finalized. The papers will then be ready for distribution to stakeholders. Given that the consultation period is usually lengthy and it will take time to prepare the documentation that is due next, it is recommended that the participants are given plenty of time to do a good job. Perhaps the trainer can meet with the teams during a period without workshops to give assistance with these documents.



- **Policy practicum day 5** – This practicum session will focus on the policy brief and draft policy statement. These documents will reflect the outcomes of the research, policy analysis and consultation. The presentation given by the participants should therefore aim to be persuasive, as if the policy officers were presenting the documents to the Minister. After gaining workshop feedback, the teams should finalize the documents for submission to their minister.

Two other documents need to be prepared at this point, these are the paper showing the outcome of the consultation and the response to stakeholder comments, and a ministerial briefing note. The teams should prepare these documents outside the workshops with the assistance of the trainer.

Once the minister has approved all of the documents, the teams should commence work on an implementation plan and a monitoring and evaluation plan.

**Policy practicum day 6** - This practicum session is focused on the implementation and monitoring and evaluation plans and during the session, the teams should present their plans to the workshop for feedback, following which they can finalize them.