

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Policy Writing and Governance Documents

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Policies, procedures, charters and terms of reference translate governance into daily practice. This course teaches how to write clear governance documents: document hierarchy, policy structure, plain language, consultation and approval, version control, communication and periodic review.

Unclear or outdated policies create confusion and compliance gaps. You will learn to write and manage documents people can follow.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Drafting workshops, document critiques, governance framework design and peer review.

Course objectives

By the end of this course, participants will be able to:
• Explain the hierarchy of governance documents
• Structure policies and procedures clearly
• Write in plain, precise language
• Manage consultation and approval
• Control versions and publication
• Review and retire documents systematically

Target audience

This course is suitable for:
• Policy and governance officers
• Compliance professionals
• HR and operations managers
• Quality managers
• Legal staff



Course content

Target competencies

Participants will develop competencies in:

- Policy drafting
- Document structure
- Plain language
- Approval management
- Document control

Course outline

Day 1: Governance Documents

09:00–10:08	Document hierarchy
10:08–11:00	Purpose of policies
11:00–11:30	**Coffee break**
11:30–11:45	Purpose of policies (continued)
11:45–12:53	Common problems
12:53–14:00	Exercise

Day 2: Structure

09:00–10:08	Policy templates
10:08–11:00	Procedures
11:00–11:30	**Coffee break**
11:30–11:45	Procedures (continued)
11:45–12:53	Charters and terms of reference
12:53–14:00	Workshop

Day 3: Writing

09:00–10:08	Plain language
10:08–11:00	Precision
11:00–11:30	**Coffee break**



Course content

11:30–11:45	Precision (continued)
11:45–12:53	Avoiding ambiguity
12:53–14:00	Drafting practice

Day 4: Approval and Control

09:00–10:08	Consultation
10:08–11:00	Approval routes
11:00–11:30	**Coffee break**
11:30–11:45	Approval routes (continued)
11:45–12:53	Version control
12:53–14:00	Exercise

Day 5: Communication and Review

09:00–10:08	Publishing
10:08–11:00	Training
11:00–11:30	**Coffee break**
11:30–11:45	Training (continued)
11:45–12:53	Review cycles
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,940.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Barcelona Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,840.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Barcelona Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,840.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
London Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Paris Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,860.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	3 May 2027	7 May 2027	**£1,890.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	17 May 2027	21 May 2027	**£3,150.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Cape Town Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,890.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Frankfurt Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,650.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,450.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,650.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,890.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Rome Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Amsterdam Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,540.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Vienna Confirmed dates	29 Nov 2027	3 Dec 2027	**£2,940.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online