

Policy and Briefing Workshops



Building Blocks

www.BuildingBlocksTraining.ca

Departments and agencies need strong policy analysis and focused briefings

Common requirements include:

- Written and verbal briefings positioning the issue within the big picture of the current government
- Briefings presenting the story logically and concisely
- Policies and issue briefs solidly based on comprehensive analysis
- Advice and options strategically focused on solutions to the issue



Building Blocks workshops enhance strategic communication skills

Workshops on policy development and effective briefings

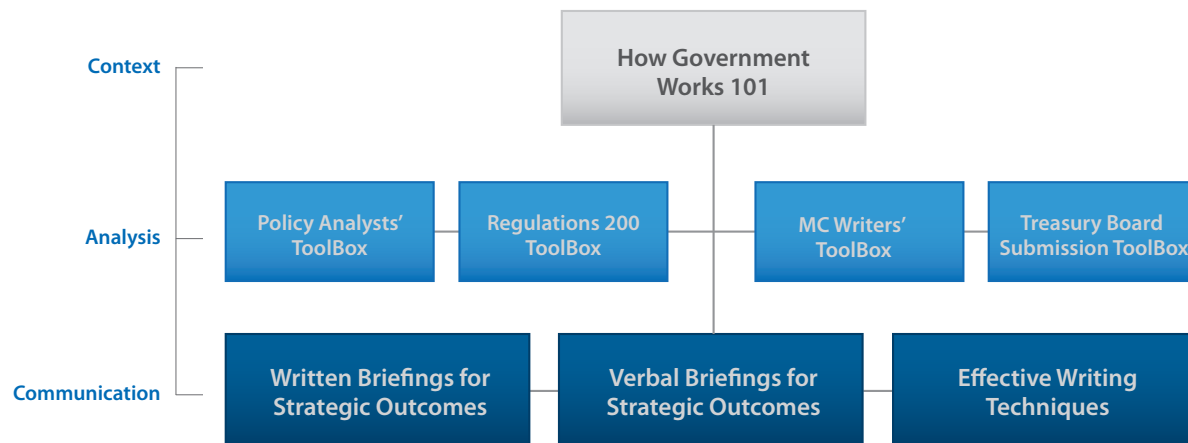
Building Blocks provides an integrated suite of workshops designed to build policy and briefing capacity by enhancing both analytical and communication skills.

While subject-matter experts have a deep knowledge of the issues, they also require specific skills to process, synthesize, situate, and communicate that knowledge in a way that motivates action.

Our practical sessions will enable participants to develop and present their policy advice strategically through briefings that get right to the point and answer the three most basic questions: What? So what? and Now what?

Our collaborative approach: Training tailored to your requirements

Our workshops are offered in public sessions, but they lend themselves to modified in-house deliveries because we can then tailor the materials to your specific programme and departmental requirements. This value-added approach ensures that our workshops yield maximum results for participants and your organization.



Policy and Briefing Curriculum Chart

Our Suite of Policy and Briefing Workshops

Context

How Government Works 101

This workshop provides both a broad and a detailed road map of government. You will learn about the mechanics of government and Parliament, policy-making and budgetary processes, legislation, and regulations. You can use this workshop as a starting point for our other workshops that provide intensive training in one particular skill set.

Policy Analysts' ToolBox

Designed with both policy analysts and subject-matter experts in mind, this workshop will provide you with some effective tools that will help them to formulate good public policy. You will learn how to identify a clear problem and set realizable objectives; how to analyze problems and their solutions and how to assess and identify the best options.

Regulations 200 ToolBox

This workshop builds on the analytical framework established within the Policy ToolBox workshop, first by reviewing the first three analytical steps through a regulatory lens, and then by addressing several other key areas of concern for regulatory programs. You will learn about compliance strategies, drafting instructions, and special tools that help you to make appropriate choices of instruments consistent with the CDSR.

MC Writers' ToolBox

You will learn some of the strategies for preparing an effective Memorandum to Cabinet (MC) and for moving it through the system without unnecessary delay.

Treasury Board Sub ToolBox

While MCs are used to receive program or policy approval from Cabinet, Treasury Board Submissions (TB Subs) are used to provide new spending authorities. You will learn about the planning environment in which TB Subs are considered and then strategies for preparing an effective TB Sub and for moving it through the system without unnecessary delay.

Written Briefings for Strategic Outcomes

This workshop helps writers prepare a succinct document, with ideas logically presented and in an easy-to-read format. You will learn how to analyze and structure your information, ensuring a concise first draft with a targeted summary.

Verbal Briefings for Strategic Outcomes

This workshop provides tools and checklists that will help you to prepare for a succinct briefing that is to the point, on target and achieves your objective. You will learn about your audience, and about how their information needs are often quite different than what you may want to tell them.

Effective Writing Techniques

This one-day workshop will provide you with techniques to improve the style, tone and logical flow of your written documents. You will learn how to use a systematic process to plan, write, and revise your communications. Individual exercises give hands-on practice in planning, composing and editing a text.

Analysis

Communication

Our team of facilitators offers more than 25 years of experience in designing and delivering training to the federal government. We work collaboratively with our clients to determine how best to meet the needs of staff to ensure a relevant and cost-effective training program. If any of these training sessions would be beneficial to your employees, we would welcome the chance to work with you to deliver workshops tailored to your staff or as part of our public calendar.

Contact us to talk about how we can help

Call 613-230-6255 to set up an appointment and discuss your specific training needs with our Director of Learning Solutions. Sessions can be scheduled in our downtown Ottawa office or conveniently at your location.



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Building Blocks Technologies, Inc. was founded in 2003 with the mandate to provide training and consulting services to all levels of government and the business community. These services are offered across Canada and on-demand worldwide.

Through listening closely to the evolving needs of its clients, Building Blocks continues to expand and diversify its training offering to remain well aligned to market demand. This proactive adaptation is achieved through a collaborative approach between Subject Matter Experts (SME) and seasoned Training Consultants.

A natural fit for Building Blocks is to make available its SMEs to assist clients with content development and their internal training needs. In addition, Building Blocks offers consultancy services in a number of disciplines, including Management Services, Telecommunications, Security and Government Infrastructure and Policy Development.



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