

Course No.	SC 305
Course Title:	<p>WORKSHOP ON PREPARATION OF GOVERNMENT POLICY DOCUMENTS-CABINET MEMORANDA, CIRCULARS, AND MANUALS</p> <p><i>“When to write? What to write? How to write a paper for the Cabinet? Language of a circular that understands everyone; this tells how officials from top to bottom should implement a circular”</i></p>
Target Group: Managers in the Public or Semi-Public Sector organizations	Duration: 03 Days
Main Subject Areas:	
<ul style="list-style-type: none"> * Introduction to Policy Analysis Process * Policy Implementation Instruments 	
Learning Outcomes: On successful completion of the course, the participants will be able to	
<ul style="list-style-type: none"> • Gain the basic understanding of policy analysis, • Formulate Cabinet Paper and circular, • Prepare a manual/guide 	
Course Fees: Rs. 7,500.00 *	Medium : English
Assessment Method	Drafting a selected manual/circular/Cabinet paper
Course Coordinator	Mr.K.R. Gangadhara

**Employees of Government Ministries, Departments and Provincial Councils are exempted from paying the course fee. (State Owned Enterprise (SOE) employees are not exempted from Course fee.*