

Course No.	SC 512	
Course Title:	WORKSHOP ON PREPARATION OF GOVERNMENT POLICY DOCUMENTS - CABINET PAPERS, CIRCULARS, AND MANUALS <i>Language of a circular that understands everyone; this tells how officials from top to bottom should implement a circular”</i>	
Target Group: Managers in the Public or Semi-Public Sector organizations		Duration: 05 Days
Main Subject Areas:		
<ul style="list-style-type: none"> * Introduction to Public Policy <ul style="list-style-type: none"> o Policy Authorities * Drafting Cabinet papers * Drafting Circulars * Drafting Manuals * Introduction to Policy Analysis Process * Policy Implementation Instruments * Desk Research 		
Learning Outcomes: On successful completion of the course, the participants will have the ability to <ul style="list-style-type: none"> • Gain the basic understanding of policy analysis • Formulate Cabinet Paper and circular • Prepare a manuals/guides • Draft Cabinet Memoranda/Notes to the Cabinet 		
Course Fees: Rs. 10,500.00 *	Medium : English	
Assessment Method	Drafting a selected manual/circular/Cabinet paper	
Course Coordinator	Mr. J. Jayasundera/Mr. K.R. Gangadhara	
Contact Person	Ishari (011-5980282)	

**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.*