



Advanced Legal Legislation and Policy Drafting for Public Sector Professionals

7 – 18 March 2027
Amman (Jordan)



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Ref: 121200_1022611 **Date:** 7 – 18 March 2027 **Location:** Amman (Jordan) **Fees:** 5500 Euro

Introduction:

Public sector professionals face increasing pressure to develop laws and policies that address complex governance challenges while supporting national priorities. The Advanced Legal Legislation and Policy Drafting for Public Sector Professionals course equips participants with practical, high-level knowledge to draft transparent, enforceable, and strategic legal and policy documents. It covers advanced legal drafting techniques, policy development cycles, and the alignment of legislation with administrative law principles. Participants engage with real-world legislative processes to ensure compliance, transparency, and inclusive stakeholder participation.

The Advanced Legal Legislation and Policy Drafting for Public Sector Professionals program emphasizes practical exercises, case studies, cross-departmental coordination, and strategic problem-solving. Attendees will learn to identify risks, evaluate policy feasibility, anticipate legal challenges, and implement effective performance measures. Participants can draft actionable legal frameworks, shape reform strategies, and advance impactful legislative innovations. This training bridges the gap between theoretical legal principles and advanced policymaking skills for public sector professionals.

Targeted Groups:

This Advanced Legal Legislation and Policy Drafting for Public Sector Professionals training targets professionals seeking specialized knowledge and high-level skills in legislation and policy development:

- Legal advisors in government agencies.
- Public policy analysts and researchers.
- Senior officials in ministries and public institutions.
- Compliance officers and regulatory experts.
- Legislative drafters and parliamentary secretariats.
- Public administration and civil service professionals.
- Directors of public programs and reform initiatives.
- Governance and institutional development consultants.
- Legal professionals transitioning into policy roles.
- Members of law commissions and legal reform bodies.

Course Objectives:

By completing this Advanced Legal Legislation and Policy Drafting for Public Sector Professionals course, participants will:

- Master foundational and advanced legal principles guiding legislation.
- Analyze legislative processes and anticipate legal and policy risks.
- Differentiate between primary laws, secondary regulations, and policy directives with strategic insight.
- Apply advanced legal drafting techniques for clarity, enforceability, and policy alignment.
- Identify gaps, inconsistencies, and potential risks in complex legal drafts.
- Evaluate the policy environment and align legislation with strategic national objectives.
- Conduct a stakeholder analysis to support inclusive, participatory, and gender-sensitive policy development.
- Integrate evidence-based research into legal and policy frameworks.
- Draft explanatory notes, legal justifications, and strategic memos.
- Recommend precise amendments, policy innovations, and legal reforms.
- Review legislative and policy drafts for logic, alignment, and impact.
- Coordinate cross-functional teams in multi-agency consultation.
- Apply negotiation, persuasion, and conflict resolution skills in interagency discussions.
- Develop monitoring, evaluation, and performance measurement frameworks.
- Build expertise in government policy drafting, public sector governance, and strategic legislative management.

Targeted Competencies:

Participants in this Advanced Legal Legislation and Policy Drafting for Public Sector Professionals program will gain competencies to:

- Draft high-level public sector legal policies with clarity and strategic impact.
- Interpret complex constitutional, administrative, and regulatory frameworks.
- Design advanced, inclusive, and strategic policy documents.
- Conduct comprehensive legal policy analysis.
- Navigate multi-stakeholder consultations and interdepartmental collaboration.
- Apply analytical, critical, and strategic thinking in policy evaluation.
- Ensure compliance, enforceability, and alignment with national objectives.
- Align legislation with institutional reform goals, development plans, and sustainability objectives.
- Communicate complex legal concepts effectively to diverse stakeholders.
- Manage drafting processes with high-quality assurance and strategic timelines.
- Conduct legal reviews, impact assessments, and legislative simulations.
- Understand the legislative lifecycle, policy formulation, and implementation strategies.

Studying Scenarios:

In this Advanced Legal Legislation and Policy Drafting for Public Sector Professionals training, participants will practice advanced skills in scenarios such as:

- Drafting policies aligned with national and sectoral development strategies.
- Reviewing legislation for legal gaps, inconsistencies, and strategic risks.
- Designing regulations with precise enforcement and compliance mechanisms.
- Conducting stakeholder mapping and engagement exercises for policy adoption.
- Evaluating policy proposals for political, social, economic, and legal feasibility.
- Applying policy drafting in simulated legislative committee sessions.
- Drafting explanatory notes and legal justifications for inter-agency review.
- Conducting advanced impact assessments of new legal frameworks.
- Harmonizing conflicting laws, regulations, and policy directives.
- Preparing monitoring, evaluation, and accountability plans for public sector policies.

Course Content:

Unit 1: Foundations of Legislative and Policy Drafting in the Public Sector:

- Define the role of law and policy in public sector reform.
- Explore key concepts in administrative, constitutional, and public law.
- Differentiate between policy papers, statutes, and regulations.
- Understand the legal hierarchy and implications of poor drafting.
- Review international benchmarks in legal drafting practices.
- Identify the components of high-quality legislation and policies.
- Study case examples of legislative failure due to ambiguity or omission.
- Analyze the lifecycle of legislation and public policies.
- Discuss ethics, transparency, and accountability in drafting.

Unit 2: Legislative Drafting Techniques and Methodologies:

- Examine the structure of legislative provisions and clauses.
- Draft objectives, scope, definitions, and enforcement articles.
- Apply logical sequencing and numbering in legal documents.
- Use plain language to enhance clarity and accessibility.
- Identify mandatory, discretionary, and prohibitive wording.
- Draft transitional, repealing, and explanatory provisions.
- Conduct comparative law analysis and legal gap studies.
- Use checklists and templates for various types of legislation.
- Apply legislative drafting for civil servants in practical exercises.

Unit 3: Policy Formulation and Development Processes:

- Define the public policy development cycle.
- Link policies to legal mandates and strategic objectives.
- Conduct problem identification and evidence-based research.
- Structure policy objectives, options, and impact evaluations.
- Design regulatory and non-regulatory policy tools.
- Align policies with cross-sectoral implications.
- Map stakeholders and conduct participatory engagement.
- Evaluate political, social, and economic feasibility.
- Ensure inclusive, gender-sensitive, and accessible policy language.
- Apply public policy analysis techniques in drafting exercises.

Unit 4: Integration of Legal and Policy Drafting Practices:

- Coordinate drafting across departments and legal units.
- Integrate laws and policies with institutional reform agendas.
- Identify conflicts between policies, regulations, and statutes.
- Apply harmonization tools for overlapping legislative instruments.
- Draft legal texts that support policy objectives.
- Use legal reasoning to justify policy measures.
- Develop implementation frameworks with measurable indicators.
- Apply policy implementation strategies for public sector reforms.
- Conduct public consultations and revision mechanisms.

Unit 5: Reviewing, Evaluating, and Presenting Legislative and Policy Drafts:

- Conduct critical legal and policy document reviews.
- Apply quality assurance criteria and validation checklists.
- Revise documents for consistency, clarity, and alignment.
- Prepare presentation materials for legislative committees.
- Draft justifications and responses to inter-agency feedback.
- Organize peer reviews and advisory panels.
- Present final drafts with structured rationale and compliance analysis.
- Simulate public sector hearings and consultation briefings.
- Prepare follow-up strategies for government policy development.

Unit 6: Strategic Legislative Planning and Risk Management:

- Assess legislative and policy risks in dynamic political environments.
- Anticipate legal conflicts and policy misalignment before enactment.
- Apply scenario planning in drafting complex legislation.
- Develop strategic timelines for multi-phase legal reforms.
- Implement risk mitigation strategies in policy design and drafting.

Unit 7: Advanced Stakeholder Engagement and Negotiation:

- Map and prioritize stakeholders using strategic analysis tools.
- Conduct advanced negotiation and persuasion in inter-agency settings.
- Manage stakeholder conflicts to support policy adoption.
- Apply consultation techniques for inclusive, evidence-based policy outcomes.

Unit 8: Digital Tools and Innovation in Legislative Drafting:

- Use digital platforms for drafting, review, and collaboration.
- Apply AI-assisted legal drafting and policy analysis tools.
- Integrate data analytics to assess policy impact.
- Use simulation software for scenario testing and forecasting legislative outcomes.

Unit 9: International Standards, Comparative Law, and Policy Benchmarking:

- Analyze comparative legislation from international best practices.
- Align national policy frameworks with international standards.
- Apply lessons from global governance reforms.
- Draft policies for cross-border and multilateral legal compliance.

Unit 10: Monitoring, Evaluation, and Continuous Improvement of Legal Frameworks:

- Design comprehensive monitoring and evaluation plans for policies.
- Develop indicators to measure legislative effectiveness.
- Apply lessons learned for continuous legal and policy improvement.
- Conduct post-implementation reviews and propose iterative reforms.



Final Insights & Key Takeaways:

This advanced course equips participants with strategic, high-level skills in legislative drafting and policy development, essential for effective public sector governance. Attendees will enhance their capacity to produce well-structured, enforceable, and strategically aligned legal and policy documents. By bridging theory and practical applications, participants will effectively influence legal reforms, contribute to institutional modernization, and drive coherent, impactful policies across public institutions.