MERCURY

Legal Legislation and Policy Drafting for Public Sector Professionals

1 – 5 November 2027
Accra (Ghana)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Legal Legislation and Policy Drafting for Public Sector Professionals

Ref: 16055_1068222 **Date:** 1 – 5 November 2027 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction:

Public sector professionals face increasing demands to develop laws and policies that respond to complex governance challenges while supporting national priorities. The Legal Legislation and Policy Drafting for Public Sector Professionals course equips participants with practical knowledge to draft transparent, enforceable, and strategic legal and policy documents. It covers 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 Legal Legislation and Policy Drafting for Public Sector Professionals program emphasizes practical exercises, case studies, and cross-departmental coordination. Attendees will learn to identify risks, evaluate policy feasibility, and implement effective performance measures. Participants can draft actionable legal frameworks and contribute to impactful reforms. This training bridges the gap between theoretical legal principles and practical policymaking skills for public sector professionals.

Targeted Groups:

This Legal Legislation and Policy Drafting for Public Sector Professionals training targets professionals seeking specialized knowledge and skills:

- 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.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Course Objectives:

Participants will achieve the following objectives by completing the Legal Legislation and Policy Drafting for Public Sector Professionals course:

- Understand foundational legal principles guiding legislation.
- Analyze the legislative process from concept to enactment.
- Differentiate between primary laws, secondary regulations, and policy directives.
- Apply legal drafting techniques for clarity, structure, and enforceability.
- Identify gaps, inconsistencies, and potential risks in drafts.
- Evaluate the policy environment and align legislation with strategic objectives.
- Conduct stakeholder analysis for inclusive policy development.
- Integrate evidence-based research into legal and policy frameworks.
- Draft explanatory notes, memos, and legal justifications.
- Recommend amendments and legal reforms with precision.
- Review legislative and policy drafts for logic and impact.
- Coordinate cross-functional teams during drafting and consultation.
- Apply negotiation and persuasion skills during interagency discussions.
- Develop monitoring and evaluation frameworks for effective policy implementation.
- Build skills in government policy drafting and public sector governance.

Targeted Competencies:

Participants will gain the following competencies during the Legal Legislation and Policy Drafting for Public Sector Professionals program:

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

- Drafting public sector legal policies clearly and systematically.
- Interpreting constitutional, administrative, and regulatory frameworks.
- Designing strategic and inclusive policy documents.
- Conducting legal policy analysis for the public sector.
- Navigating stakeholder consultations and multi-agency collaboration.
- Applying analytical and critical thinking in policy evaluation.
- Ensuring compliance and enforceability in all legislative outputs.
- Aligning legislation with institutional reform goals and development objectives.
- Communicating complex legal concepts to diverse audiences.
- Managing timelines and maintaining quality in drafting processes.
- Conducting legal reviews and impact assessments.
- Understanding the legislative lifecycle and policy formulation methods.

Studying Scenarios:

In this Legal Legislation and Policy Drafting for Public Sector Professionals training, participants will develop their skills through the analysis of the following scenarios:

- Drafting a public policy aligned with national development plans.
- Reviewing existing legislation for legal gaps and inconsistencies.
- Designing regulations with clear enforcement mechanisms.
- Conducting a stakeholder mapping exercise for policy adoption.
- Evaluating policy proposals for social, economic, and political feasibility.
- Applying policy drafting training in simulated committee sessions.
- Drafting explanatory notes and justifications for inter-agency review.
- Conducting impact assessments of new legal frameworks.
- Harmonizing conflicting laws and regulatory provisions.
- Preparing monitoring and evaluation plans for policy implementation.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

MERCURY

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.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Final Insights & Key Takeaways:

This course empowers participants with practical skills in legal legislation and policy drafting essential for effective public sector governance. Attendees will enhance their capacity to produce well-structured, strategic, and enforceable legal and policy documents. The training bridges theory with practical applications, enabling professionals to influence legal reforms effectively. Participants will drive coherent and impactful policies across public institutions.