Governance of Policies & Procedures

27 September – 8 October 2027
Vienna (Austria)



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Introduction

Effective governance of policies and procedures is essential for ensuring compliance, accountability, operational efficiency, and alignment with organizational strategy. Without proper governance, organizations face risks such as duplication of effort, miscommunication, regulatory breaches, and poor decision-making.

This comprehensive training program equips participants with the knowledge, frameworks, and practical tools to design, implement, govern, and continuously improve policies and procedures. Combining international best practices, real-world case studies, and interactive workshops, the course prepares professionals to lead governance initiatives with confidence and measurable impact.

Course Objectives

By the end of this course, participants will be able to:

- Understand the foundations and significance of governance in policies and procedures.
- Develop governance frameworks aligned with organizational strategies.
- Apply international standards and regulatory requirements effectively.
- Draft clear, enforceable, and practical policies and procedures.
- Implement structured approval, review, and accountability mechanisms.
- Leverage digital tools and technologies for policy governance.
- Monitor and evaluate governance frameworks through measurable KPIs.
- Mitigate risks and ensure regulatory compliance.
- Foster a culture of ethics, responsibility, and accountability.
- Design a roadmap for continuous improvement and governance maturity.

Course Outlines

Day 1: Foundations of Governance

- Introduction to governance, policies, and procedures.
- Core principles: transparency, accountability, compliance.
- Linking governance with risk and compliance GRC.
- Overview of international frameworks OECD, COSO, ISO.
- Workshop: Assessing your organization’s governance maturity.



Day 2: Governance Structures & Roles

- Governance structures: Board, Committees, Management.
- Roles and responsibilities in policy governance.
- Defining authority levels and approval hierarchies.
- Aligning governance with organizational strategy.
- Case study: Global best practices in governance.

Day 3: Policy Development Lifecycle

- Policy stages: drafting, approval, communication, and enforcement.
- Writing effective and enforceable policies.
- Linking procedures to workflows.
- Workshop: Drafting a sample policy.

Day 4: Standards, Regulations & Compliance

- Regulatory requirements and drivers.
- Policies linked to ISO, GDPR, SOX, and other standards.
- Internal controls and audit obligations.
- Workshop: Mapping a policy to compliance needs.

Day 5: Procedures Design & Documentation

- Writing clear and user-friendly procedures.
- Process mapping and flowcharting.
- Standard Operating Procedures SOPs.
- Workshop: Designing a key process procedure.

Day 6: Implementation & Communication

- Effective rollout strategies for new policies.
- Change management in governance.
- Training and awareness campaigns.
- Workshop: Communication plan for policies.

Day 7: Monitoring & Evaluation

- KPIs and governance performance metrics.
- Periodic reviews and revisions.
- Audit trails and accountability checks.
- Case study: Lessons from ineffective governance.



Day 8: Risk Management in Governance

- Identifying risks from governance gaps.
- Linking policies with enterprise risk management ERM.
- Escalation protocols and whistleblowing mechanisms.
- Workshop: Building a risk-control matrix.

Day 9: Technology & Digital Governance

- Digital platforms for policy governance.
- AI, automation, and workflow tools.
- Centralized governance systems.
- Demo: Using policy management software.

Day 10: Governance Culture & Continuous Improvement

- Building a culture of compliance and ethics.
- Leadership's role in governance.
- Governance maturity models.
- Final project: Designing a governance framework.
- Recap, self-assessment, and personalized action plan.

Why Attend this Course? Wins & Losses!

- Strengthen compliance and accountability across the institution.
- Ensure consistency and transparency in daily operations.
- Gain practical experience in developing governance frameworks.
- Integrate governance with risk management and auditing practices.
- Build a culture of ethics, governance, and responsibility.
- Improve efficiency by reducing duplication and streamlining approvals.
- Future-proof governance with digital tools, AI, and automation.

Conclusion

Governance of policies and procedures is a foundation for institutional excellence, compliance, and long-term success. This training delivers a complete roadmap—from drafting and implementing policies to integrating governance with risk, compliance, and digital tools.

By the end of the program, participants will not only understand governance frameworks but also gain the practical skills to design, monitor, and improve them continuously. They will be ready to create governance structures that reduce risks, enhance accountability, and build sustainable organizational performance.

