



ADVANCED POLICY DRAFTING TECHNIQUES

LIVE ONLINE WORKSHOP
Tuesday, September 26 through
Thursday, September 28, 2023

8AM–10:30AM PDT

11:00AM–1:30PM EDT

15:00–17:30 UTC

[I want to register](#)



LEWIS EISEN
Drafting Perfect Policies™



THE WORKSHOP //

"In only a few hours, I learned more practical and useful information in Lewis's workshop than I did in a two-day policy writing course I had taken elsewhere."

M. R., Information Management Specialist Global Affairs Canada

Rules are more likely to be followed when based on a policy culture that is collaborative rather than confrontational.

Dictatorial language is a remnant of an older management style, totally antiquated in today's workplace. Today policy compliance is about cooperation rather than obedience. Rules work best when they forego the old-style Parent-Child dynamic and support a more positive corporate culture.



Policy writing is a skill. Self-taught policy writers perpetuate the mistakes of the past when they lack a broad-base knowledge of modern drafting practices. Well-drafted policies take less time to be approved and are easier to understand, amend, enforce, and audit—all of which saves time and resources.

This hands-on interactive workshop promotes the [Perfect Policies™](#) approach adopted by organizations around the world. It gives policy writers the wide variety of techniques they need to be able to draft operational and administrative policies effectively and efficiently.

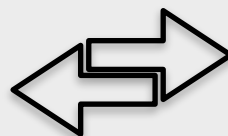
Well-written rules do the following:



Incorporate language that supports your target workplace culture



Connect requirements to your corporate values, increasing compliance



Sound positive and helpful instead of confrontational and adversarial



Avoid unintentional negative messaging and language that fuels resistance



THE CONTENT //

"I'm a lawyer of 37 years experience, so I know a thing or two about legal drafting, but Lewis has such a simple, consistent doctrine...that I have been re-educated."

Norman Bowley J.D. LLM., Coach and Author
purposeful.ca



Learn best practices for drafting rules-based documents

- ➔ Human Resources, Finance, and Security policies
- ➔ Health and Safety rules
- ➔ Association rules
- ➔ Travel directives, Procurement and Contracting guidelines
- ➔ Information Management and Information Technology policies
- ➔ Disciplinary rules
- ➔ Codes of Conduct

Improve your

Policy Strategy

- ➔ *move past the old paper-and binder-based model*
- ➔ *incorporate efficiencies in policy structure*

Policy Framework

- ➔ *establish global components*
- ➔ *connect enforcement mechanisms properly*

Policy Wording

- ➔ *avoid wording that traps you in a Parent-Child dynamic*
- ➔ *incorporate wording that promotes compliance*

Leave the workshop with the following support tools:

- ➔ a copy of the international best-selling book *How to Write Rules That People Want to Follow: A guide to drafting respectful policies and directives*
- ➔ a roadmap of foundational activities you can start implementing in your organization right away
- ➔ a Health Diagnostic Checklist to help you assess the current state of your rules documents
- ➔ a handy values-policies-guidance infographic to help you easily recall concepts and build support among others in your organization
- ➔ dozens of ideas for improvement to your current documentation

EARLY BIRD	STANDARD
Register by August 25, 2023	Register by September 26, 2023
\$775*	\$875*
All amounts are in Canadian dollars *10% discount for 2 or more registrants from the same organization HST is included for Canadian registrants	

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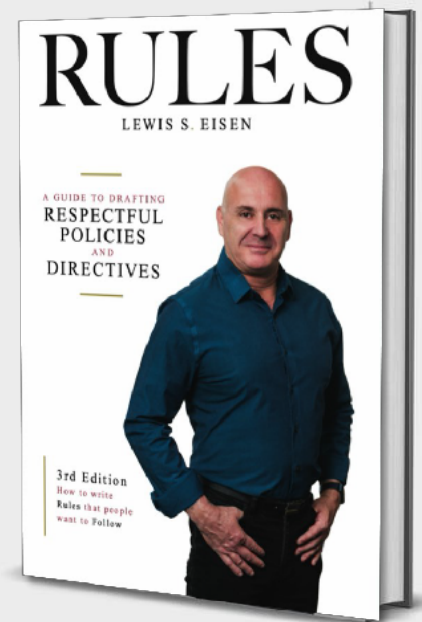
ABOUT THE INSTRUCTOR //

“Highly recommend Lewis’s workshop — He’s a guru!”

S.S., Information Management Specialist
Keyera Energy Corporation

Lewis S Eisen JD CIP guides organizations on how to draft clear, concise, and respectful policies and guidelines. He draws on over 35 years’ experience as a practising lawyer, business consultant, and federal civil servant.

He is the author of the international best-seller *Rules: How to Write Rules That People Want to Follow*, now in its 3rd Edition, and teaches policy drafting to groups in the US, Canada, and Europe.



“The first policy we wrote using the concepts we learned in Lewis’s workshop sped through the approval process in one-quarter the length of time it normally takes.”

*Diane Spencer, Manager
Social Sciences and Humanities Research Council of Canada*

“We are impressed with Lewis’s approach and style.”

*Scott Schmuhl, Director of Information Security
Merrick Bank, Utah*

FOR MORE INFORMATION
lewiseisen.com

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