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AUDITING AND GOVERNANCE RISK AND COMPLIANCE | AGRC-064

Policy Management Framework and Governance Documentation

Contact

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Course content

Why Attend

Policies and procedures translate laws, regulations, strategy and risk appetite into clear expectations for behaviour and decision making. Yet many organisations struggle with outdated, inconsistent or duplicated policies that staff cannot find or understand, creating compliance gaps and confusion.

This Policy Management Framework and Governance Documentation training course shows how to build a coherent, well-governed system for policies, procedures, standards and delegations. Participants learn how to design a policy hierarchy, set ownership and approval rules, write clear and usable documents, manage review cycles and version control, communicate and attest policies, and monitor compliance.

Course Methodology

• The course is practical and document-focused. Participants assess a sample policy library, design a policy framework, rewrite poorly drafted policies in plain language, build a delegation of authority matrix and plan policy communication. Peer review and group discussion help refine their work.

Course Objectives

• Explain the role of policies in governance, risk and compliance

• Design a policy hierarchy and document taxonomy

• Define ownership, approval and review responsibilities

• Write clear, concise and enforceable policies and procedures

• Manage policy life cycles, version control and exceptions

• Communicate policies and obtain attestations effectively

Target Audience

• Governance, risk and compliance professionals

• Company secretaries and board support staff

• Policy officers and document controllers

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- Internal auditors

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Course outline

Detailed course outline

Day-by-day outline for Policy Management Framework and Governance Documentation.

Day 1 - The Role of Policies in Governance

- 09:00-09:34 | How policies connect strategy, risk appetite and operations
- 09:34-10:08 | Policies, standards, procedures and guidelines distinguished
- 10:08-10:42 | Consequences of poor policy management
- 10:42-11:00 | Regulatory expectations for documented controls
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Regulatory expectations for documented controls (continued)
- 11:46-12:20 | Assessing the maturity of a policy framework
- 12:20-12:53 | Policy management roles across the organisation
- 12:53-14:00 | Exercise: assessing a sample policy library

Day 2 - Designing the Policy Framework

- 09:00-09:34 | Creating a policy on policies
- 09:34-10:08 | Policy hierarchy, taxonomy and numbering
- 10:08-10:42 | Ownership, sponsorship and accountability
- 10:42-11:00 | Approval levels and governance committee roles
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Approval levels and governance committee roles (continued)
- 11:46-12:20 | Templates and mandatory document elements
- 12:20-12:53 | Policy management systems and central repositories
- 12:53-14:00 | Workshop: designing a policy framework

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Day 3 - Writing Effective Policies and Procedures

- 09:00-09:34 | Principles of plain language policy writing
- 09:34-10:08 | Structuring policies for clarity and usability
- 10:08-10:42 | Writing procedures, flowcharts and work instructions
- 10:42-11:00 | Making requirements specific and enforceable
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Making requirements specific and enforceable (continued)
- 11:46-12:20 | Avoiding duplication and conflicting requirements
- 12:20-12:53 | Consulting stakeholders and legal review
- 12:53-14:00 | Exercise: rewriting a poorly drafted policy

Day 4 - Governance Documents and Delegations

- 09:00-09:30 | Board and committee charters and terms of reference
- 09:30-10:30 | Designing a delegation of authority framework
- 10:30-11:00 | Financial and operational authority matrices
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Sub-delegation rules and documentation
- 12:00-12:30 | Keeping governance documents aligned with structure changes
- 12:30-13:00 | Testing adherence to delegated authorities
- 13:00-14:00 | Workshop: building a delegation of authority matrix

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Day 5 - Life Cycle, Communication and Compliance

- 09:00-09:39 | Review cycles, version control and archiving
- 09:39-10:18 | Managing policy exceptions and waivers
- 10:18-10:57 | Communicating and training staff on policies
- 10:57-11:00 | Staff attestations and policy acknowledgements
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Staff attestations and policy acknowledgements (continued)
- 12:06-12:44 | Monitoring compliance and reporting breaches
- 12:44-13:22 | Auditing the policy framework
- 13:22-14:00 | Personal action plan for policy management

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Seminar dates

Available seminar dates

Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	London	Classroom	**€2,915**
14 - 18 December 2026	Barcelona	Classroom	**€2,275**
21 - 25 December 2026	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	London	Classroom	**€2,915**
25 - 29 January 2027	Barcelona	Classroom	**€2,275**
4 - 8 January 2027	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	Istanbul	Classroom	**€2,825**
22 - 26 February 2027	London	Classroom	**€2,915**
1 - 5 February 2027	Barcelona	Classroom	**€2,275**
8 - 12 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
15 - 19 February 2027	Kuala lumpur	Classroom	**€2,425**
1 - 5 March 2027	London	Classroom	**€2,915**
8 - 12 March 2027	Barcelona	Classroom	**€2,275**
15 - 19 March 2027	Frankfurt	Classroom	**€2,175**
22 - 26 March 2027	Madrid	Classroom	**€3,400**
12 - 16 April 2027	London	Classroom	**€2,915**
19 - 23 April 2027	Barcelona	Classroom	**€2,275**
26 - 30 April 2027	Frankfurt	Classroom	**€2,175**
5 - 9 April 2027	Munich	Classroom	**€2,425**
17 - 21 May 2027	London	Classroom	**€2,915**

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Seminar dates

Available seminar dates

Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
24 - 28 May 2027	Barcelona	Classroom	**€2,275**
3 - 7 May 2027	Frankfurt	Classroom	**€2,175**
10 - 14 May 2027	Paris	Classroom	**€2,810**
7 - 11 June 2027	London	Classroom	**€2,915**
14 - 18 June 2027	Barcelona	Classroom	**€2,275**
21 - 25 June 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	London	Classroom	**€2,915**
12 - 16 July 2027	Barcelona	Classroom	**€2,275**
19 - 23 July 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	Vienna	Classroom	**€3,425**

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Seminar dates

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Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
9 - 13 August 2027	London	Classroom	**€2,915**
16 - 20 August 2027	Barcelona	Classroom	**€2,275**
23 - 27 August 2027	Frankfurt	Classroom	**€2,175**
2 - 6 August 2027	Amsterdam	Classroom	**€3,215**
6 - 10 September 2027	London	Classroom	**€2,915**
13 - 17 September 2027	Barcelona	Classroom	**€2,275**
20 - 24 September 2027	Frankfurt	Classroom	**€2,175**
25 - 29 October 2027	London	Classroom	**€2,915**
4 - 8 October 2027	Barcelona	Classroom	**€2,275**
11 - 15 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
18 - 22 October 2027	Dubai	Classroom	**€2,845**
1 - 5 November 2027	London	Classroom	**€2,915**
8 - 12 November 2027	Barcelona	Classroom	**€2,275**
15 - 19 November 2027	Frankfurt	Classroom	**€2,175**
22 - 26 November 2027	Geneva	Classroom	**€3,315**
13 - 17 December 2027	London	Classroom	**€2,915**
20 - 24 December 2027	Barcelona	Classroom	**€2,275**
27 - 31 December 2027	Frankfurt	Classroom	**€2,175**
6 - 10 December 2027	Istanbul	Classroom	**€2,825**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**

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Seminar dates

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Live dates and pricing for Policy Management Framework and Governance Documentation generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**

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8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**