



Consulting and Training | Reach New Heights

Course Name

Policy and Charter Development

Sector Name

Audit, Risk and Governance

Document Type

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Policy and Charter Development

Course Introduction

Clear, well-structured policies and charters are critical to establishing organizational rules, defining responsibilities, and ensuring consistent decision-making. They provide a framework for governance, operational efficiency, and compliance, while promoting transparency and accountability.

This course equips participants with practical tools and methodologies to develop effective policies and charters tailored to organizational needs. Participants will learn how to draft, review, and implement policies and charters that align with organizational objectives and regulatory requirements.

The program emphasizes best practices, stakeholder engagement, and continuous improvement to ensure policies and charters remain relevant, enforceable, and widely understood across the organization.

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Target Audience

- ✓ Corporate Governance Professionals
- ✓ Policy Development Specialists
- ✓ Compliance Officers & Compliance Managers
- ✓ Risk Management Professionals
- ✓ Internal Auditors

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Learning Objectives

- ✓ Understand the purpose and importance of organizational policies and charters.
- ✓ Develop structured, clear, and enforceable policies and charters.
- ✓ Align policies and charters with organizational goals, governance, and compliance requirements.
- ✓ Implement review, approval, and communication processes for organizational documents.
- ✓ Monitor and update policies and charters to ensure ongoing relevance and effectiveness.

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Course Outline

✓ DAY 01

Foundations of Policies and Charters

- ✓ Purpose and objectives of policies and charters
- ✓ Differences between policies, procedures, and charters
- ✓ Regulatory and organizational requirements
- ✓ Key components of effective policies and charters
- ✓ Importance of clarity, consistency, and enforceability

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Course Outline

✓ Day 02

Policy Development Process

- ✓ Identifying organizational needs and gaps
- ✓ Drafting clear and concise policy statements
- ✓ Defining roles, responsibilities, and accountabilities
- ✓ Incorporating compliance and risk considerations
- ✓ Stakeholder consultation and feedback integration

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Course Outline

✓ Day 03

Charter Development for Committees and Functions

- ✓ Purpose and scope of charters
- ✓ Structuring charters for boards, committees, and departments
- ✓ Defining authority, decision-making, and reporting lines
- ✓ Establishing objectives, roles, and responsibilities
- ✓ Approval and formalization process for charters

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Course Outline

✓ Day 04

Implementation and Communication

- ✓ Policy and charter dissemination strategies
- ✓ Training and awareness for staff and stakeholders
- ✓ Integrating policies into operational workflows
- ✓ Handling queries, exceptions, and compliance enforcement
- ✓ Document management and version control

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Course Outline

✓ Day 05

Review, Monitoring, and Continuous Improvement

- ✓ Periodic review and assessment of policies and charters
- ✓ Measuring effectiveness and compliance adherence
- ✓ Updating policies to reflect regulatory or organizational changes
- ✓ Feedback collection and lessons learned
- ✓ Embedding a culture of accountability and governance

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 2, 2027	May 6, 2027	5 days	4250.00 \$	KSA , Riyadh
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Dubai
Sept. 13, 2026	Sept. 17, 2026	5 days	2150.00 \$	Virtual , Online
April 4, 2027	April 8, 2027	5 days	4250.00 \$	Egypt , Cairo

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