



Capability Development Programme

FrankAdvice supports organisations to improve their policy quality and capability

FrankAdvice
better decisions

FrankAdvice Capability Development Programme

Embedding Shared Policy Advice

Policy Leadership

MODULE 1 Setting the Foundations

MODULE 2 Analysis

MODULE 3 Narrative

MODULE 4 Advice

MODULE 5 Strong Leadership

Knowledge required to be a policy professional

Skills and knowledge required to undertake a detailed examination of a policy issue

Skills and knowledge required to craft a logical narrative so senior officials and Ministers make great decisions

Skills and knowledge to deliver beautifully written advice

Skills and knowledge to build and lead high performing policy teams

Understand:

- your organisation, its role in government, and key stakeholders
- government structure and responsibilities
- legislative and regulatory processes.

Understand:

- what good commissioning looks like
- what the steps are in the policy development process
- strategies and tools for approaching each step
- the different types of evidence and data that inform the policy development process
- the skills and techniques to undertake robust peer review.

Understand:

- the process for developing a compelling narrative
- the components of an effective narrative and why they are important
- how to integrate depth of technical knowledge into a compelling story told in plain English
- how to tell a story for decision makers.

Understand:

- different types of Ministerial correspondence and how to meet expectations
- how the Budget process works
- what an effective A3 comprises
- how to create an A3
- the skills and techniques to undertake robust proof reading.

Understand:

- how to deliver each **FrankAdvice** course
- how to map your teams' CliftonStrengths profile against policy capability requirements
- strategies and techniques to develop and articulate a policy vision
- how to plan for future capability in your team
- the role of the manager and the difference between the role of manager and analyst.

LEARNING OUTCOMES

COURSES

- Introduction to Your Organisation (half day)
- Demystifying Wellington: Machinery of Government Fundamentals (half day)

- Better Commissioning (half day)
- Crafting Great Analysis (full day)
- Evidence and Data for Policy Making (half day)
- Peer Review (half day)

- Narrative and Plain English (half day)

- Demystifying Different Types of Correspondence and Advice (half day)
- Intro to Budget Bids and the Budget Process (half day)
- What Makes a Good A3? (half day)
- Proof Reading (half day)
- Crafting Your Elevator Pitch (half day)

- Train the Trainers (full day for each course we deliver)
- CliftonStrengths Discovery for High Performing Policy Teams (half day)
- Articulating a Clear Vision (half day)
- Understanding the Skills Needed in Your Policy Team (half day)
- Skills for New Managers (half day)



FrankAdvice creates great policy advice, and provides advice on how organisations can embed great policy practice.

Our policy capability programme takes your team or organisation on a journey from your current state to high performance at scale, where standardised, organisational systems create a shared view on how to deliver quality advice every time.

The programme has four modules: Setting the Foundations; Analysis; Narrative; and Advice. Each module consists of facilitated courses which are supported with the documents, templates and tools to continuously deliver quality policy advice. In order for your organisation to receive the most benefit from your investment in capability, we have designed our courses to be relevant to policy professionals, whatever stage they are at in their career.

FrankAdvice's policy leadership programme builds the skills and knowledge to build and lead effective policy teams.

The programme is suited for those in people and functional leadership roles. It consists of facilitated courses which are supported with the documents, templates and tools to embed the systems required for effective leadership.

Before we begin, **FrankAdvice** will work with you to diagnose current policy capability and determine how to best tailor our offering for your organisation's needs.

About FrankAdvice

FrankAdvice is a modern, boutique consultancy based in Wellington providing strategic direction to help organisations make better decisions. We create great policy advice, and provide advice on how organisations can embed great policy practice. Our team has worked extensively across the New Zealand government, most recently within the Social Wellbeing Agency, the Ministry of Health, the Ministry of Education and the Ministry for the Environment.

FrankAdvice as your capability development partner

FrankAdvice delivers engaging, pragmatic, capability solutions that are founded in real-world experience. As former senior public servants, our team understands the policy process from start to finish. This means we deliver insights that are relevant and practical for all levels of policy professionals.

Presenter: Emily Mason, CEO

Emily has worked in senior strategic and operational roles across New Zealand's central government to improve results from the front line to parliament. She is passionate about bridging the gap between understanding what works for whom at what cost and organisational decision-making.

Emily has held senior roles within the Social Investment Agency (now the Social Wellbeing Agency), the Ministry of Education, and ACC.

Emily's strengths include:

- delivering exceptional professional development, including group training and coaching, as well as supporting individuals
- building and managing values-driven teams and organisations
- establishing relationships to drive collaboration and supportive practices between government agencies and stakeholders
- producing high quality policy advice for Ministers, chief executives, and senior decision makers.

Emily is a guest lecturer at Victoria University's School of Business and Government as well as its Centre for Lifelong Learning. She is in demand as a conference speaker.

Emily has a Master of Public Policy from Victoria University, was awarded the Prime Minister's Public Policy Prize (Victoria University Wellington) in 2004, and holds a Bachelor of Arts from Auckland University.



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