



Capability Development Programme

FrankAdvice supports organisations to
improve their policy quality and capability

FrankAdvice
better decisions

FrankAdvice Capability Development Programme

Embedding a Shared View of Great Policy Practice

	FUNDAMENTALS	FURTHER DEVELOPMENT	
 ANALYSE The skills and knowledge required to undertake a detailed examination of a policy issue	Crafting Great Analysis <ul style="list-style-type: none"> Understand how to apply analytical frameworks to different policy issues, with varying complexity. Understand how to integrate critical-thinking skills into advice for senior decision makers. Practise applying these skills to a policy issue. 	Evidence and Data for Policy Making <ul style="list-style-type: none"> Understand the different types of evidence and data that inform the policy development process. Understand how to select and use relevant evidence and data and the range of possible data sources. Learn how to summarise evidence and data into actionable insights. 	Peer Review <ul style="list-style-type: none"> Understand what peer review is and is not Learn a set of skills and techniques to undertake robust peer review Practise applying these skills to written advice.
 SELECT The skills and knowledge required to craft a compelling narrative for decision making purposes	Narrative and Plain English <ul style="list-style-type: none"> Understand the process for developing a compelling narrative for decision-making purposes. Understand the components of an effective narrative and why they are important. Practise applying these skills to written advice in a polished, plain English style. 	What Makes a Great A3? <ul style="list-style-type: none"> Understand when to use an A3 and when not to. Understand what an effective A3 includes for decision-making purposes. Understand basic design elements of an A3. 	Crafting Your Elevator Pitch <ul style="list-style-type: none"> Understand why and where a great elevator pitch can be useful. Have practical techniques to develop and deliver an engaging elevator pitch. Gain confidence in presenting yourself credibly and effectively.
 ADVISE The skills and knowledge required to deliver beautifully written advice	Effective Writing for Ministers and Senior Leaders <ul style="list-style-type: none"> Understand the features of good writing for Ministers and senior leaders. Craft clear and compelling messages that are fit for purpose and support decision making. Provide high-quality advice in polished, plain English that is easy to read. 	Demystifying Different Types of Correspondence and Advice <ul style="list-style-type: none"> Understand the purpose and requirements of different types of correspondence and advice. Be able to identify the difference between good and poor correspondence. Practise drafting correspondence for your Minister or senior leader. 	Proof Reading <ul style="list-style-type: none"> Identify the common and distinct features of good proof reading. Learn a set of skills and techniques to undertake a thorough proof read. Practise applying these skills to written advice.

FrankAdvice is a people-focused, policy advisory consultancy providing strategic direction to help organisations make better decisions through quality advice and lifting capability.

We create great policy advice and provide 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, so you deliver quality advice every time.

Who is this suited to?

Best for whole teams to build a shared view on how to deliver quality advice every time.

Great for those new to policy, whether that is graduates or subject matter experts.

Valuable for experienced policy professionals moving into management and coaching roles.

What our participants have said

“A solid foundation for learning about the policy cycle, was rewarding getting to workshop our real-life policy problems throughout the day.”

- Policy Analyst, Ministry of Health

“I thoroughly enjoyed my time at the course as I am now currently using the process to go back on some of my papers to check that I have not lost the intention of what we are intending to achieve. Great facilitation and great organisation.”

- Advisor, Ministry of Education

Ask us about

FrankAdvice offers the following additional courses:

- Understanding the Skills Needed in a High Performing Policy Team
- Presentation and Facilitation Skills 101
- Design for Implementation

FrankAdvice Courses

Team Graduate Analyst Senior Analyst Principal

		Recommended for:	Team	Graduate	Analyst	Senior Analyst	Principal
ANALYSE							
Crafting Great Analysis	is best for those required to conduct a robust multi-criteria analysis of a policy issue.	✓	✓	✓			
Evidence and Data for Policy Making	is best for those wanting to select the most relevant evidence to support decision making.	✓	✓	✓			
Peer Review	is best for those responsible for ensuring the quality of policy development and advice.	✓		✓	✓	✓	✓
SELECT							
Narrative and Plain English	is best for those distilling the information required to create a compelling argument.	✓	✓	✓	✓		
What Makes a Great A3?	is best for those wanting to succinctly portray policy advice, visually.	✓	✓	✓	✓	✓	✓
Crafting Your Elevator Pitch	is best for those wanting a framework for confidently sharing a high-level message succinctly.	✓		✓	✓	✓	
ADVISE							
Effective Writing for Ministers and Senior Leaders	is best for those looking to provide Ministers with high-quality, fit-for-purpose advice.	✓	✓	✓	✓		
Demystifying Different Types of Correspondence and Advice	is best for those looking to clarify the requirements of different types of correspondence and advice.	✓	✓	✓			
Proof Reading	is best for those responsible for ensuring final products have zero defects.	✓	✓	✓			

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 Wellington Uni-Professional. 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 (VUW) in 2004, and holds a Bachelor of Arts from Auckland University.



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