

POLICY & LEGISLATION · INTERMEDIATE TO ADVANCED

Drafting Policy Briefs and Cabinet Memoranda

Course overview

This course supports participants to understand, apply and operationalise drafting policy briefs and cabinet memoranda within institutional, programme or sector contexts. It combines practical instruction, applied examples and implementation-focused learning.

Format In-person / In-house / Blended	Duration 5 Days	Dates November 2026 Provisional	Fee From KES 95,000 Indicative
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Who should attend

Legal Teams, Policy Officers, Technical Officers, Regulators.

Level: Intermediate to Advanced

Learning outcomes

By the end of this course, participants will be able to:

- Understand the core concepts and institutional relevance of drafting policy briefs and cabinet memoranda
- Apply practical tools, methods and decision frameworks
- Develop implementation, reporting and improvement actions

Programme modules

1. Policy problem definition
2. Drafting and review
3. Stakeholder consultation
4. Implementation planning

Institutional results

- Clearer policy outputs
- Stronger drafting quality
- Better reform implementation

Delivery & practical details

Available as in-person, in-house, blended. Venue and joining instructions are confirmed on registration.

November 2026

PROVISIONAL

Assessment & certification

Where applicable, Sanetti issues attendance records, completion confirmation or other agreed training documentation.

Fees & inclusions

Kenya: From KES 95,000. International: From USD 1,800 / Request Quote.

Fees are indicative. Final fees, inclusions and payment terms are confirmed in writing before registration.

Register

Use the link or scan the QR code to register your interest. Your course is filled in automatically.

[Register online](#)



Scan to register

Terms

Dates, fees, duration and delivery scope are confirmed in writing before registration is finalised.

Contacts

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