

Legislative Drafting and Law-Making Practice Training Course

3 – 7 January 2027
Accra

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Training Center

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Ref: 1759_232228 **Date:** 3 – 7 January 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Legislative Drafting and Law-Making Practice Training Course is a one-week course for legislative counsel, legal drafters, policy officers, parliamentary staff, and regulatory teams who leave with a Legislative Proposal and Drafting File. Participants connect policy-to-law conversion, legislative authority, drafting instructions, bill and regulation structure, clear legal language, legislative scrutiny, and implementation planning through traceable decisions. Agile Leaders Training Center develops legislative drafting and law-making practice.

Who Should Attend

- Legislative functions responsible for preparing, checking, and revising bills and regulations
- Policy functions responsible for defining objectives, evidence, options, and intended effects
- Legal functions responsible for authority, consistency, rights, powers, procedures, and remedies
- Parliamentary functions responsible for scrutiny, explanatory materials, amendments, and passage support
- Regulatory functions responsible for consultation, implementation, enforcement, and review
- Public administration functions responsible for coordinating legislative proposals and records

The course assumes participants prepare or review policy and legal documents and leaves out jurisdiction-specific legal opinions, parliamentary rulings, and advocacy for a particular policy outcome.

Departments and Industries

The course supports departments that prepare, scrutinize, implement, or evaluate legislation across public administration and regulated sectors.

- Government legal and legislative affairs
- Policy, strategy, and regulatory reform
- Parliamentary and committee services
- Public consultation and stakeholder engagement
- Enforcement, inspection, and licensing
- Infrastructure, finance, health, and environmental regulation

Learning Objectives

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

- Analyze legislative need, authority, hierarchy, evidence, and policy gaps
- Build drafting instructions that separate policy choices from drafting choices
- Apply structure, definitions, operative provisions, powers, and procedural safeguards
- Evaluate language, cross-references, amendments, enforcement, and proportionality
- Use consultation, scrutiny, version control, and explanatory materials
- Build implementation and post-legislative review plans

Course Agenda

Day 1: Legislative Need and Authority

- Legislative Need and Non-Legislative Option Test
- Authority, Competence, and Legislative Hierarchy Map
- Policy Objective, Evidence, and Impact Statement
- Stakeholder Interest and Consultation Plan
- Legislative Proposal Decision Record

Day 2: Drafting Instructions and Architecture

- Policy-to-Law Logic and Outcome Chain
- Drafting Instruction Structure and Issue Log
- Bill and Regulation Architecture Map
- Scope, Application, Commencement, and Transition Matrix
- Definition, Interpretation, and Consistency Register

Day 3: Operative Provisions and Legal Language

- Duty, Prohibition, Permission, and Entitlement Clause Patterns
- Power, Discretion, Delegation, and Safeguard Matrix
- Procedure, Notice, Hearing, and Review Pathway
- Enforcement, Offense, Sanction, and Remedy Proportionality Test
- Plain, Precise, and Accessible Legislative Language Checklist

Day 4: Scrutiny, Amendments, and Implementation

- Cross-Reference, Consequential Change, and Repeal Table
- Consultation Response and Draft Revision Record
- Legislative Scrutiny and Quality Review Checklist
- Amendment, Version Control, and Explanatory Note Pack
- Implementation, Guidance, Monitoring, and Review Plan

Day 5: Legislative Drafting Practice

- Exercise: Test Legislative Need and Authority
- Exercise: Convert Policy into Drafting Instructions
- Exercise: Draft and Check Operative Provisions
- Exercise: Manage Scrutiny Comments and Amendments
- Capstone Exercise: Legislative Proposal and Drafting File

Practical Exercises

The course uses suggested activities to connect legislative drafting methods with controlled law-making decisions.

- Suggested activity: test whether a stated problem requires legislation and document authority, evidence, alternatives, affected groups, impacts, and unresolved policy choices.
- Suggested activity: convert a policy brief into drafting instructions, an architecture map, definitions, operative provisions, safeguards, and a question log.
- Suggested activity: review a draft for ambiguity, inconsistency, cross-references, proportionality, enforceability, accessibility, and implementation readiness.
- Suggested activity: process consultation and scrutiny comments through a version-controlled amendment and explanatory record.

FAQs

Who suits legislative drafting and law-making training, and what does it assume?

Legislative drafting and law-making training suits professionals who prepare, instruct, review, scrutinize, implement, or evaluate legislation. It assumes experience with policy or legal documents and excludes jurisdiction-specific legal opinions and parliamentary rulings.

How does legislative drafting training differ from general legal writing training?

Legislative drafting training focuses on authority, architecture, operative rules, powers, safeguards, amendments, scrutiny, implementation, and review. General legal writing training usually focuses on clear analysis, advice, correspondence, contracts, or advocacy rather than creating rules of general application.

What should legislative drafting instructions contain?

Legislative drafting instructions should state the policy objective, evidence, current legal position, authority, intended changes, affected groups, impacts, options, procedures, enforcement approach, implementation needs, unresolved questions, and decision owners.

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How does legislative drafting improve clarity without changing policy?

Legislative drafting improves clarity by exposing gaps, separating policy from wording, organizing provisions logically, using consistent definitions, stating duties and powers precisely, checking cross-references, and returning unresolved choices to authorized policy owners.

What makes a legislative proposal ready for implementation?

A legislative proposal is implementation-ready when responsibilities, commencement, transitional arrangements, procedures, systems, guidance, staffing, enforcement, communications, monitoring, review, and dependencies are identified and aligned with the draft.

Conclusion

Participants take a Legislative Proposal and Drafting File back to work. It combines need and authority analysis, evidence, consultation, instructions, architecture, clauses, safeguards, scrutiny records, amendments, explanatory material, implementation controls, and review measures. The file changes fragmented policy requests into a traceable basis for drafting, checking, approving, implementing, and evaluating legislation.