



London TDM

Information Technology and Digital Transformation Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 23 November 2025 To 27 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

This comprehensive 5-day course on "IT Policy and Procedure Development" is designed to equip IT professionals with the necessary skills and knowledge to effectively create, implement, and manage IT policies and procedures. Participants will learn best practices, gain insights into current industry standards, and understand the critical role of policy development in organizational governance and compliance.

- Understand the fundamentals and importance of IT policies and procedures.
- Learn the process of developing effective IT policies and procedures.
- Gain insights into aligning IT policies with organizational goals.
- Explore methods for ensuring compliance with legal and regulatory requirements.
- Develop skills to evaluate, revise, and maintain IT policies and procedures over time.

Course Outlines

Day 1: Introduction to IT Policies and Procedures

- Definition and purpose of IT policies and procedures.
- Importance of IT governance and its relationship with policies.
- Overview of key components of an effective IT policy.
- Understanding the policy development life cycle.
- Case study: Analyzing successful IT policy examples.

Day 2: Policy Development Framework

- Steps to developing IT policies and procedures effectively.
- Identifying stakeholders and engaging them in policy creation.
- Setting clear objectives and scope for IT policies.
- Developing a policy writing and approval process.
- Workshop: Drafting a basic IT policy.

Day 3: Ensuring Compliance and Alignment

- Compliance requirements: Legal, regulatory, and organizational considerations.
- Aligning IT policies with business objectives and strategies.
- Risk management and its role in policy development.
- Tools and techniques for monitoring compliance.
- Exercise: Evaluating compliance in a sample IT policy.

Day 4: Policy Implementation and Communication

- Strategies for successful policy implementation.
- Communicating policies effectively to diverse audiences.
- Training and support requirements for policy adherence.
- Measuring the effectiveness of IT policies.
- Case study: Analyzing an implemented IT policy.

Day 5: Policy Review, Revision, and Maintenance

- Importance of regular policy review and updates.
- Criteria for revising and retiring policies.
- Establishing a policy review committee or process.
- Technology tools for managing policy documentation.
- Group exercise: Developing a policy review schedule.