



# Housing Policies Training

## Agenda

August 26-27, 2020

### **DAY 1: 11am – 5:00pm**

- What is a Policy
- Purpose of Policies
- Components of a Policy
- Policies and Procedures
- What is a Procedure?
- Activity: Identify Issues Requiring Implementation

### **LUNCH**

- Necessity of Procedures
- Activity: Whose Views should be Reflected when Writing Procedures
- Writing Tips
- Activity: Policy or Procedure
- Whose Views should be Reflected when Writing Policies
- A&O Policy Terms
- Setting the Stage

### **DAY 2: 11am – 5:00pm**

- Organizing an NAHASDA AO Policy
- Sample Table of Contents
- Identifying Policy Sections

### **LUNCH**

- Examining Actual AO Provisions
  - ✓ Drug Policy
  - ✓ Criminal Background Check
  - ✓ Essential Family
  - ✓ Income
  - ✓ Verification
  - ✓ Selection
  - ✓ Hands-on: Prepare Policies

*Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class*

