



### Workshop on Legislative Drafting

June 22 – 26, 2026, 1<sup>st</sup> Run: Lagos & Abuja  
December 7 – 11, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt  
For Tutor -Led Class: 9am – 4:30pm  
Workshop fee: Lagos: N350, 000,  
Abuja / Port Harcourt: N400, 000 per Participant  
Delivery Mode: In-person / Live Virtual / Hybrid  
Online course fee: N300, 000 per Participant  
Available for In-plant Training

700 U\$D for foreign  
Participants

#### Program Overview:

Legislative drafting is the act of transforming government policies into written laws, with the aim of ensuring that legislation is clear, concise and understandable to those affected by it. Achieving this can be challenging as government policies often involves around many complex issues that are difficult to convey in a simple and everyday language.

Consistency is key in all aspects of drafting as these may including use of vocabulary, structure, language and style, and building sentences to convey the intended meanings. This highly interactive course will equip participants with a range of good drafting tools used to create well written legislation.

#### For Whom:

This program is designed for professional legislative drafters from drafting offices from around the world; policy experts employed in agencies not directly involved in drafting, but who want to be able to better work with their legislative drafting counterparts. Legal Officers and others who perform related functions will equally benefit from this program.

#### Learning Objectives:

By the end of the program, participants will be able to:

- draft legislation clearly and concisely;
- list and explain the principles of good legislative drafting techniques;
- use plain language;
- make laws more readable and understandable to those affected by them;
- amend outdated legislation; and
- list and explain how to avoid the common drafting mistakes.

#### Course Outline

##### Day 1: Introduction to law-making

- **Government Systems**
  - Institutions of government
  - Separation of powers
    - The Executive, Judiciary & Legislature
- **The role and Functions of the Legislature**
  - Principles of legislative drafting
  - Turning policy into legislation
- **The presidential system**

##### Day 2: Legislative Tools and Procedures

- Types of legislation
- Primary and secondary legislation
- Dissecting a statute
- Structure and elements of an Act of Parliament

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- Assembling the machinery of an Act
- Problems with how laws work

#### **Language in legislation: Drafting with Clarity**

- Understanding good and bad legislative drafting
- Principles of drafting
- Drafting clear legislative sentences
- Plain language, gender neutral, active voice, use of singular, etc.
- Dos and Don'ts in drafting
- Writing instructions for the parliamentary draftsman
- In-class exercises to build your skill sets

#### **Day 3: The Law-Making Process: Using Legislative Drafting Tools**

- From policy to the draft Bill
- What is policy and Sources of policy
- Setting policy priorities
- The process of turning policy into new laws
- Gaining buy-in to legal change
- Role and responsibilities in policy making
- Stages of the process
- Legislative timetables
- Assessing regulatory impact
- How the Bill team functions
- Constraints on the process of making laws
- Amending and developing the law
- Compliance and enforcement, Avoidance and evasion

#### **Day 4: Understanding the Components of a Bill**

- Organization of provisions within a bill
- Titles and headings
- Enacting and resolving clauses
- Purposes, findings, and senses of Congress
- General rules and exceptions
- Effective dates and sunset provisions
- Authorization of appropriations
- Savings clauses and severability clauses

#### **Drafting a Simple Bill**

- In-class practice turning a proposal for legislation into legislative language

#### **Day 5: Drafting Amendments to Bills**

- The legislative process for amending bills
- The form and language of amendments to bills

#### **Drafting Amendments to Statutes**

- The form and language of amendments to statutes
- Drafting inside and outside of the quotes

#### **Technology in Legislative Drafting**

- Computer software options for legislative drafting
- Tips and tricks to make formatting easier

#### **Drafting a Complex Bill**

- Organization of Legislative Provisions
- Close Supervision and Review of Drafting Work

#### **Training Methodology**

- Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods

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#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

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