

Discussion Points for Annual Policy Appraisal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion Points for Annual Policy Appraisal Meeting

1. Overview of Policy Objectives

Discuss the alignment of current policies with the organizational goals.

2. Evaluation of Previous Year's Policies

Review the effectiveness of policies implemented in the last year.

3. Stakeholder Feedback

Summarize feedback received from stakeholders and its impact on policy adjustments.

4. Recommended Policy Changes

Propose potential changes based on evaluation and feedback.

5. Training and Development Needs

Identify any training required for staff to better implement policies.

6. Future Goals and Strategies

Outline goals for the upcoming year and strategic approaches for policy development.

7. Next Steps

Establish a timeline for the policy review process and further discussions.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]