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PHOENIX TS

Policy and Procedure Writing

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 1-day, instructor led course, will help participants communicate effectively to avoid ambiguity and confusion. Participants will be able to utilize these skills to write documents that are both thorough and easy to understand. Development of effective communication skills will aid in building relationships with employees, clients and business partners alike.

At the end of the course, participants will be able to do the following:

- Write and design documents clearly (so that employees will understand and follow the policies).
- Plan, analyze, and research each element of the document.
- Help employees increase efficiency, reduce mistakes and frustration, and save time and money by providing clear guidelines to follow
- Avoid mistakes that can get your company into legal trouble.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Module 1: What's a Policy, What's a Procedure?

Module 2: Where Do I Start?

Module 3: Isn't There a Law Somewhere?



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Module 4: What's the Best Way to Word This?

Module 5: Is There a Certain Format I should Use?

Module 6: How Do I Get Them to Read This?

Module 7: What's the Secret to Creating Good Manuals and Handbooks?

Module 8: Did I forget Anything?

Module 9: No One Ever Told Me About That

Module 10: But That's Not the Way We've Always Done it

Module 11: We Haven't Used That Procedure in Years

Module 12: We're Thinking About Going On-Line

Workshop Wrap-Up

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Starting at **\$1,095**

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GSA



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