



[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

# Policy and Procedure Writing

**Due to Covid-19 safety restrictions** PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

## 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.

## 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?

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

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



# PhoenixTS

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

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

**Due to Covid-19 safety restrictions** PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Starting at **\$1,095**

## **ATTENTION**

For GSA pricing or Contractor quotes call

[240.667.7757](tel:240.667.7757)

# GSA



## Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.