

Webinar on

Simplified And Standardized - Process Documentation That Works

Learning Objectives

- Understand the importance of why we develop standard procedures*
- Differentiate between policy and procedure*
- Create an enforceable policy*
- Learn the elements that are important for standard procedures*
- Apply the lesson to create standard procedures*

Creating procedures can be daunting, especially if you've never done it before. How do you know how to write something that other employees can follow? What belongs in policy versus a procedure? Is there an easy format to use for writing procedures?

PRESENTED BY:

Jennifer Raschig is a professional organizer, business consultant, and financial advisor - serving both business and residential clients. With almost 20 years in leadership positions, she has experience with creating order out of chaos in the business world. While her focus was primarily on managing projects, developing training programs and creating standard procedures, her passion was in helping others relieve stress.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

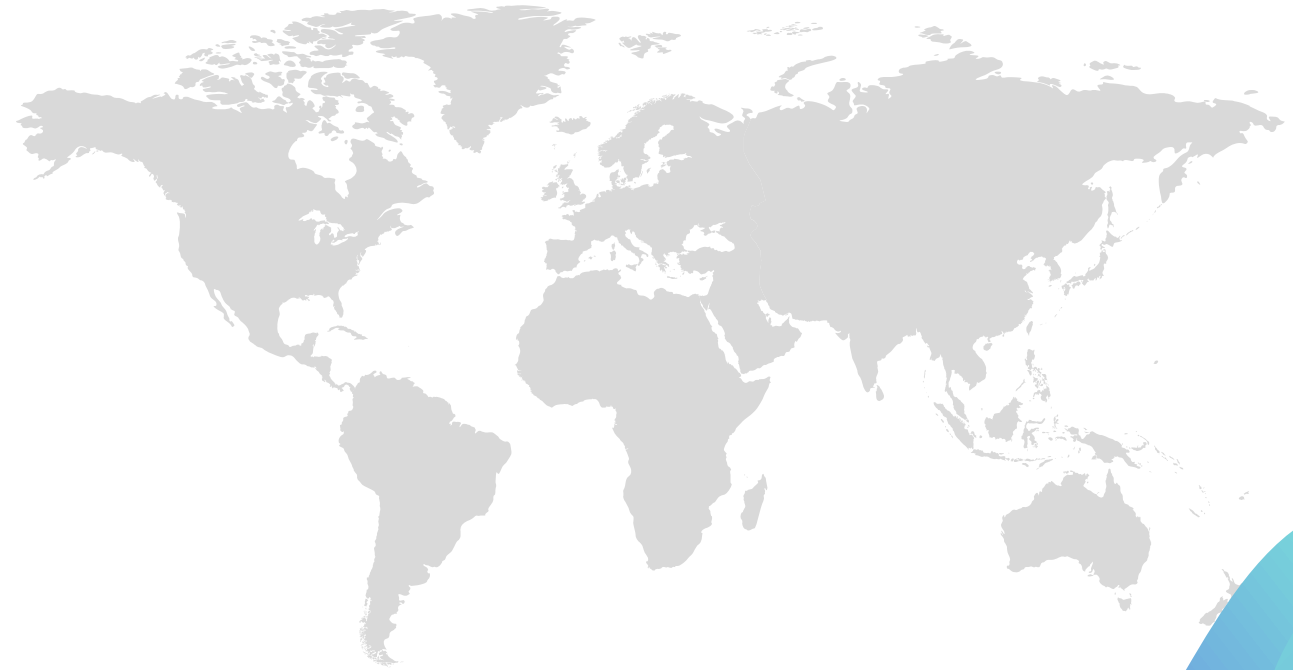
Creating procedures can be daunting, especially if you've never done it before. How do you know how to write something that other employees can follow? What belongs in policy versus a procedure? Is there an easy format to use for writing procedures?

All these questions and more will be answered. You'll be able to state with confidence that procedures are in place and be able to use them.



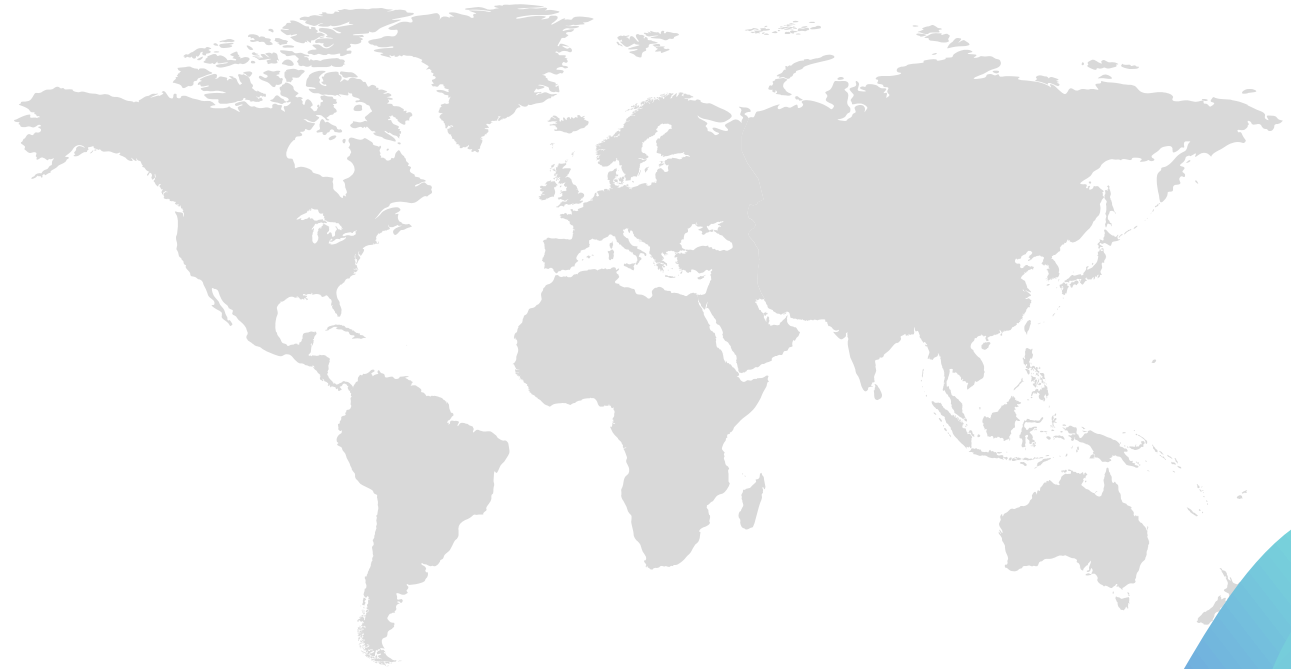
Who Should Attend ?

*Supervisors, Managers, Directors, Process
Consultants, anyone responsible for process
development*



Why Should Attend ?

You want the job done, and you want it done right. But who's telling your employees what "right" is? Do you rely on someone else to communicate the correct way to do things? How important is it that everyone does the task exactly the same? In many industries, it's vitally important that procedures are carried out accurately and completely for regulatory, compliance, or safety reasons. Creating a standard process that's simple and easy to read and follow is crucial to getting your employees to adhere.



To register please visit:

www.grceducators.com
support@grceducators.com
740 870 0321