Writing Effective Policies & Procedures

Date	Venues	($)Fees	Book your seat
15 Dec -19 Dec 2024	Kuala Lumpur	3300	Register Now

Course Overview

In this training course we will prepare delegates for develop and make effective policies and procedures, important documents, and other related documents such as Standards. The focus of this course will be on making these effective within the organization and consider issues such as compliance, language, and organizational culture.

Course Objective

- Use highly effective drafting skills, which will be useful tools in all types of documents
- Analyse the clarity of expression in all documents
- Apply methods to highlight potential problems with existing Policies and Procedures and improve their effectiveness
- Illustrate the impact of non compliance and build fully compliant procedures
- Demonstrate ability to reduce risks

Who Should Attend?

- Administration and Secretarial Professionals
- Process and Procedure Writers
- Quality Professionals
- Document Management Professionals
- Procedural “Job Experts” tasked with documenting Procedures

Course Outline

Introduction to Policy & Procedure Writing

- The structure of policy and procedures
- Writing styles
- Incorporation of other documents

The Governance and Roles involved in Policy

How to Implement Policy & Procedures

- Review examples of policy and procedures
- Avoiding ambiguity
- Standards - ISO
- Communications
- Drafting guides
- Best practice

Drafting Policy & Procedure

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

00201126467555
info@bptcenter.com
www.bptcenter.com