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1. Read the policy manual thoroughly. 2. New policies are handed out at staff meetings – individuals are quizzed at next week's staff meeting. # # # Provided as a sample table of contents for developing an Operations and/or Training Manual. Best way to start on developing a manual is to bring staff together to create the

Operating Procedures Manual - Sample Contents 12-03

Organize the manual based on departments. For example, you might have "Sales," "Operations" and Distribution" sections in the SOP manual. Each section would then be broken down further into the core processes of that department, generally in the order each core process takes place in the overall delivery of goods.

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