

Writing Policy Procedure Manual

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How to Start Creating Your Policy and Procedure Manual ...

Why create an on-line policies and procedures system? 2 Why separate policy and procedure? 3 Who are the primary users of the InfoSlug policies and procedures system? 3 What are the characteristics of good policies and procedure documents? 4 Good policies 4 Good procedures 5 Writing style for policy and procedure documents 5

Guide to Writing Policy and Procedure Documents

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