

Writing Effective Policies & Procedures

A Systematic Approach to Getting Things Done at Work

Date	Venue	Fees
14 - 18 Jul 2019	Dubai	\$4,950
17 - 21 Nov 2019	Dubai	\$4,950
02 - 06 Feb 2020	Dubai	\$4,950

Training Course Overview

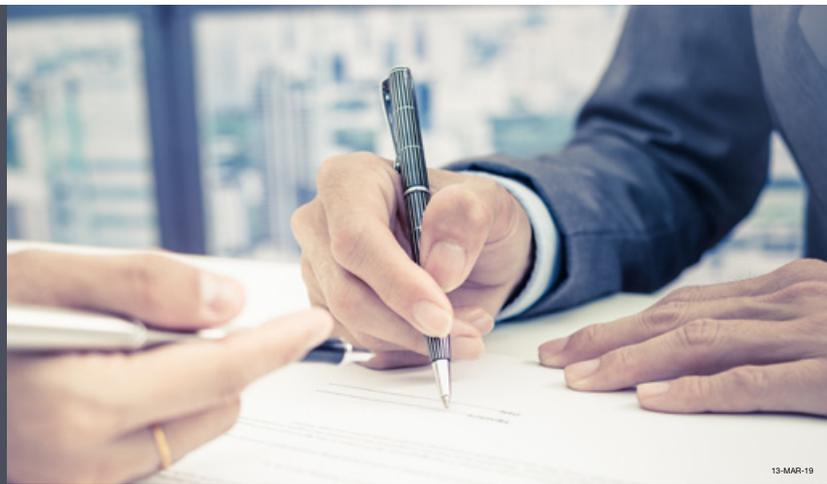
This highly engaging Anderson training course will fully prepare delegates to skillfully develop and write effective Policies and Procedures, together with other related and important documents such as Standards and Specifications. The focus will be on making these effective within the organisation by considering issues such as compliance, language, organisational values and culture. Providing clear Procedures to follow will help leaders and employees increase efficiency, reduce mistakes, remove frustration and save time and money. This will help enable the organisation run efficiently and be legally compliant. This training course provides a definitive guide to creating effective Policies and Procedures Documents, demonstrates online resources and even provides editable Templates for future use of all delegates. Distribution of documents on modern devices such as smartphones and tablets will be explored and publishing resources identified.

Designed for

This training course will benefit all those who find themselves responsible for developing, writing or implementing policies and procedures in both the public and private sector organisations.

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

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



13-MAR-19

Training Course Objectives

By attending of this Anderson training course, delegates will be able to:

- Use highly effective drafting skills
- Analyse the clarity of expression
- Apply methods to improve effectiveness
- Build fully compliant procedures
- Demonstrate their ability to reduce risks

Training Course Outline

Among a range of valuable topics, the following will be given high priority:

- How to design the main structure and content
- Many real examples of Policies and Procedures
- Methods used in drafting effective Policies and Procedures
- Avoiding ambiguity and uncertainty, writing clearly and concisely
- How to ensure full compliance
- Templates, drafting guides and Best Practice
- Useful tips for effective writing in Plain English
- Who needs to be involved in the review and the approval
- Final Publication, considering online and modern technology

Professional Recognition and Accreditation



This program has been approved by HR Certification Institute for general re-certification credit hours of HR Professionals.

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion

OUR QUALITY STANDARD

Fully Accredited to Ensure the Highest Possible Standard



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