



Writing Exceptional Policies and Procedures: Streamlining Methods for Improving Policies and Procedures

Stephen Page

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Comprehensive book on every aspect of the policies and procedures life cycle: Researching, Writing, Reviewing, Approving, Publishing, Communicating, Training, Improving, and Revising. This book improves on Establishing a System of Policies and Procedures (first book) and adds 70% new material. Sequentially enables you to build a policy and procedure program.

This book integrates everything you have read and gives validity to your policies and procedures program for novice and experienced policy and procedure writers. In addition, view my research tools, streamlining methods, and tips on which books to read first.

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This book is straightforward from the first page to the last. Every chapter builds on the previous one. This book integrates everything you have read and gives validity to your policies and procedures program for novice and experienced policy and procedure writers. In addition, view my research tools, streamlining methods, and tips on which books to read first.

Author – Stephen Page, MBA and more than 35 years writing policies and procedures in 12 industries, including the U.S. Government. I am certified in project management, records management, software engineering, quality, and forms management.

I have been writing policies and procedures for large and small companies DIRECTV (Cable Company),

Boeing Aircraft (Aerospace), Nationwide Insurance, TransUnion (Financial Institutions), Qwest Communications (Telecommunications), CompuServe (Computing Consultant Firm), Litton Industries (Aerospace), and Eastman Kodak (Manufacturing) for the past 35 years. I held the position of editor for a newsletter at a division of Eastman Kodak.

I have also worked for several smaller companies. I am the moderator to the LinkedIn Policies and Procedures Writing Group. I have written five policy and procedure books that are sold worldwide in more than 126 countries. I love to write policies and procedures. While I believe that anyone can write good policies and procedures, I also believe that policy and procedure writers need to be taught the fundamental steps and given direction on where to start writing.

Writing takes good grammar, well thought out sentences, a good choice of words, and a logical workflow of information. My methods, tools, and templates will help you write better policies and procedures and meet all of your needs and challenges. I also offer free advice and will be happy to review at least one of your policy and procedure documents at no charge to you (less than 5 pages in length).

I am often called upon by executives, directors, and managers to advise on policies and procedures best practices; this advice extends to strategies, methods, resources, and trends for developing and managing their policies and procedures system.

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