

Proven and Tested Writing Format

7 Steps to Better Written Policies and Procedures

Exercises and Suggestions to Improve your Writing Skills for Policies and Procedures

THE WRITING FORMAT

- 1.0 Purpose
- 2.0 Revision History
- 3.0 Persons Affected
- 4.0 Policy
- 5.0 Definitions
- 6.0 Responsibilities
- 7.0 Procedures

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Third Book of a Series on Procedures

7 Steps To Better Written Policies And Procedures



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