

A Virtual Class

# WRITING EFFECTIVE POLICIES AND PROCEDURES



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## COURSE DESCRIPTION

This course provides an overview of best practices for writing policies and procedures. You will learn the difference between a policy and procedure and their interdependence on each other.

We'll discuss writing style and organizational strategies, then analyze real examples from the public and private sectors. You'll apply what you've learned by drafting a policy and procedure relevant to your organization.

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## LEARNING OUTCOMES

By the end of class, you'll be able to:

Articulate the differences and relationship between policies and procedures



Organize your policies and procedures to guide your reader and increase understanding



Use plain language and active voice to be clear, concise, and specific



Write policies and procedures that are well-organized and have logical flow

Contact me to  
schedule this  
class.

I look forward to  
working with  
you!

WWW.ALLISONHORAK.COM

ALLISON@ALLISONHORAK.COM

(916) 417-1872

**ALLISON HORAK**  
SPEAKER | TRAINER | COACH

