

# Procedure Manual

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This procedure manual explains how to execute a specific process within a company. It outlines what actions need to be taken, how tasks should be executed, and who is responsible within an organization.

## 1. Give your manual a title

Your procedure manual should be given a clear and intuitive title. You can make a general procedure manual or tailor your manual for a specific process.

[For example: "Procedure Manual for Sales Contact Follow-Ups"]

## 2. Explain the why

Use this section to list the rules on which your procedures are based, whether it is alignment with your company's mission and vision, legal regulations, or something else.

[For example: Our mission as a company is to empower individuals to find the right technology for their needs. Contact tracking is critical to building a good customer relationship. In order to align with our helpful & dignified brand, verbal and written communication must be respectful, clear, and easy to understand.]

## 3. Outline the document's objective

Clearly state the objective of this procedure manual to your collaborators. This document should help them become more efficient and effective in their roles.

[For example: Our sales model relies on the Inbound Methodology, which is why we prefer that the first contact is made by the customer. However, once the customer contacts us, it is the responsibility of each member of the sales team to turn leads into customers. Please adhere to this manual so each customer is treated with the same dignity and respect during their purchase process.]

## 4. Describe the process

This is the most important part of your procedure manual. Here you will have to describe each of the desired actions, how to properly execute them, and the metrics with which they will be evaluated.

# Steps On Creating A Procedure Manual

**Mark Steyvers**



## Steps On Creating A Procedure Manual:

**Accounting Policies and Procedures Manual** Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry **Standard Specialized Standard Operating Procedures for Periodontists** , *Standard Specialized Standard Operating Procedures for Endodontists* , *Standard Operating Procedures for All Doctors* Robyn Adkins, Leila Chambers, 2005

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information and policy for managing IT training And much more      **Achieving HR Excellence through Six Sigma** Daniel Bloom, 2017-07-27 Although world class firms like GE and Motorola have relied on Six Sigma to build their performance cultures these processes are all too often left out of human resources HR functions This lack of Six Sigma principles is even more surprising because preventing errors and improving productivity are so critical to the people management processes

*How to Deliver Excellent Customer Service: A Step-by-Step Guide for Every Business* Julie Olley, 2000      *Business Process Mapping* J. Mike Jacka, Paulette J. Keller, 2009-07-07 Praise for Business Process Mapping IMPROVING Customer Satisfaction SECOND EDITION A must read for anyone performing business process mapping This treasure shares step by step approaches and critical success factors based on years of practical customer focused experience A real winner Timothy R Holmes CPA former General Auditor American Red Cross Paulette and Mike make extensive use of anecdotes and real life examples to bring alive the topic of business process mapping From the outset this book will engage you and draw you into the world of business process mapping Who would have thought that reading about business process mapping could make you smile Well Mike and Paulette can make it happen Within each chapter the authors provide detailed examples and exhibits used to document a process Each chapter also includes a Recap and Key Analysis Points which enable the reader to distill the highlights of the chapter Barbara J Muller CPA CFE Senior Lecturer School of Accountancy W P Carey School of Business Arizona State University Keller and Jacka cut through the drudgery of process mapping with a path breaking approach that enables the reader to better understand processes how they work and how they work together toward successful achievement of business objectives With great style and flair this book will provide you with a different way of thinking and new tools to assist you in process analysis and improvement This book is a must read for auditors risk managers quality improvement management and business process engineers Dean Bahrman VP and Internal Audit Director Retired Global Financial Services Companies Mike Jacka and Paulette Keller show their expertise with the application of business process mapping in increasing customer service and satisfaction in this updated and expanded edition of this popular book With clear practical examples and applications this book shows the writing talents of both authors and it will be used over and over by those from all lines of industries and professions Kudos for a job well done Joan Pastor PhD Founding Partner Licensed Industrial Organizational Psychologist JPA International Inc Beverly Hills California      *Law Office Policy & Procedures Manual* Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing

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