

Writing Policies, Procedures, and Tasks

DATE/TIME	LOCATION	COST
July 15th (Wednesday) 8:00 AM – 5:00 PM	Western Washington University Viking Union, Room 567	Free

Registration/Cancellation Deadline: July 8, 2009

DESCRIPTION:

This one-day workshop prepares participants to think through policies, procedures, and task outlines (desk manuals) more effectively, and to write them in a more readable style. Come and learn the most popular format for policy/procedure writing in Washington State — adopted by various state agencies, correctional facilities, counties, cities, and corporations.

This class will help you:

- Reduce liability and confusion with clearly written directive
- Stabilize staff action despite top-level changes
- Save management time by documenting policies and procedures
- Learn to write policies that staff can actually read and understand

WORKBOOK:

Each participant will receive a copy of Larry Peabody's How to Write Policies, Procedures, and Task Outlines.

PRESENTER: Jordan Peabody, Peabody Communications

As the founder of **Peabody Communications**, **Jordan Peabody** brings a unique perspective to the field of technical writing. With a degree in Public Relations, he has extensive experience in technical writing and copy editing. Jordan has also spent the last ten years in the field of graphic and web design. Pairing his strengths, Jordan is helping organizations throughout the Northwest take their technical writing online.

REGISTRATION:

WWU personnel – Register at the WWU Training website, <http://west.wvu.edu/training/>.

Non-WWU personnel – Contact your Human Resources Department

CONTACT:

For additional information contact Vic Kiel, Western Washington University, Human Resources, Training and Development, Phone 360-650-7418 or email Vic.Kiel@wwu.edu