



Writing Effective and Successful Policies and Procedures by Stephen Page

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"Writing Effective and Successful Policies and Procedures" contains 380 pages of rich content for writing robust policies and procedures and to create a successful policies and procedures program. This book is based on the themes of this author's other 4 books and contains 70% new material on each of these themes.

Extensive, new details, are presented for each policy and procedure life cycle phase as follows: Researching, Writing, Editing, Reviewing, Approving, Publishing, Communicating, Training, Maintaining, Improving, Revising, and Auditing.

This author highly recommends this book as the starting book for your reference library. The next books that should be purchased are "Establishing a System of Policies and Procedures," "7 Steps to Better Written Policies and Procedures," and "Achieving 100% Compliance of Policies and Procedures."

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