

Policies and Procedures

Why we do what we do and knowing when we have to do it!



Program Overview

This workshop discusses policies and procedures in two different ways. First, the program explains the importance of following company policies and procedures. Second, it instructs participants on how to create clear, concise policies and procedures designed to generate the intended results by appealing to their target audience.

Modules

1. Why we follow Policies and Procedures
2. When to follow Policies and Procedures
3. Improving Policy/Procedure Compliance
4. Analyzing Audience Needs
5. Making Policies and Procedures Audience-friendly and Accessible

Target Audience All - Please note that this program can be tailored to meet the specific needs of the audience or organization.

Length of Presentation 1, 2 or 3 day workshops

Goals and Expectations

To learn why policies and procedures exist, and the importance of them being followed. To learn how to create and/or improve existing policies and procedures. To learn how to make policies and procedures more focused on the needs of and more accessible to a specific audience.

Thumbnail Speaker Biography

- CEO of non-profit and for-profit organizations
- Entrepreneur
- Author of the recently published book, *The Navigator of Life*
- Professor of Group Dynamics

Handouts, Activities and Q&A Session

Provided by Speaker

DR. NATHANIEL J. WILLIAMS

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