

Redmond Police Department hosts: Writing Policies and Procedures

Peabody Communications – April 8 & 9, 2013

Developing clear, concise, and "reader-friendly" policies and procedures is a challenge for every organization. And maintaining those documents in a usable system is an even greater challenge. The **Writing Policies and Procedures Course** eliminates the guesswork and headache of policy development. With a 30-year track record, **Writing Policies and Procedures** has helped hundreds of public and private organizations get their directions in order!

- Avoid the most common policy-writing mistakes.
- Tell the difference between policy, procedure, and task.
- Develop and write policies in the "headline" format.
- Develop and write procedures in the "playscript" format.
- Develop and write task outlines in the "cookbook" format.

Instructor Jordan Peabody has led hundreds of technical writing workshops throughout the country. His courses all have one aim: to make office documents easier for both writers and readers. Combining up-to-date English advice with practical tools and hands-on activities, Jordan's courses are in demand from organizations across the country.

REDMOND POLICE DEPARTMENT – TRAINING ROOM (MAIN LOBBY)

8701 160TH AVE NE, REDMOND, WA 98052

[DIRECTIONS & CITY CAMPUS MAP](#)

April 8 - 9, 2013

8:00 am – 4:00 pm

COURSE IS LIMITED TO CURRENT GOVERNMENT EMPLOYEES

ON-LINE REGISTRATION \$150.00/person (includes course workbook):

<https://www2.redmond.gov/econnect/Activities/ActivitiesCourseDetails.asp?cid=51999>

Questions, contact Michelle Martin, Redmond Police:

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