

Peabody Communications presents:

Writing Policies, Procedures, and Task Outlines

May 13-14, 2013 • Everett Police Department (South Precinct)

- Are your policies and procedures out-of-date?
- Do new employees have trouble finding directions to get work done properly?
- Are your instructions spread throughout the department in many different formats?
- Do you lose irreplaceable "institutional knowledge" every time someone retires?

If so, you need *Writing Policies, Procedures, and Task Outlines* – a two-day course that teaches writers how to develop, write, and edit "reader-friendly" directions quickly and effectively.

Writing Policies, Procedures, and Task Outlines offers practical, relevant, and effective tools to help organizations improve their rules and instructions so employees can actually use them.

During this one-day course, participants learn to:

- Avoid the most common policy-writing mistakes.
- Distinguish between policies, procedures, and task outlines.
- Organize, write, and edit "reader-friendly" policies, procedures, and tasks.

Participants may bring example policies and procedures to revise during the course.

Developed in Western Washington nearly 30 years ago, *Writing Policies, Procedures, and Task Outlines* has earned a sterling reputation as one of the top policy-writing courses in the nation. Used by cities, counties, state and federal agencies, the course has transformed thousands of written rules and directions.

Instructor Jordan Peabody, Founder of Peabody Communications, has been the sole instructor of *Writing Policies, Procedures, and Task Outlines* for over 12 years. Jordan travels the country helping government writers communicate more effectively through their workplace documents.

Date: May 13 & 14 • 8:30 a.m. - 4:30 p.m. (1-hour lunch break each day.)

Cost: \$175/person (Includes \$25 workbook)

Location: Everett Police Department - South Precinct
1121 SE Everett Mall Parkway
Everett, WA 98208

Parking is limited, so plan to arrive early or carpool (if possible).

To Register: Contact Jordan Peabody
(360) 280-2317 or jordan@peabodycommunications.com

What others have to say about
*Writing Policies, Procedures,
and Task Outlines*

"Over the years, I have had P&P training through Skillpath and Fred Pryor, but this training tops any other."

"Provides a clear, organized method for preparing written guidance and instructions for my staff."

"This is one of the most practical training courses I've ever taken. One I can apply immediately."

"If you need to write policies and procedures, this course is the best available to date."

"This training will allow us to develop a more clear, concise, and organized operations manual."

Comments on the course workbook:

"After ordering what I thought to be the six most likely prospects from Amazon, I was most impressed with this book. It's a clearly written, step-by-step way to put together a complete manual from start to finish. It's the only book on the subject I would recommend."

"This book simplifies and demystifies the differences between policies, procedures, and task lists. I would highly recommend this book for both new and seasoned procedure writers. It brought me a whole new way of looking at these documents and simple, clear cut ways to handle the process going forward."

PEABODY
COMMUNICATIONS

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