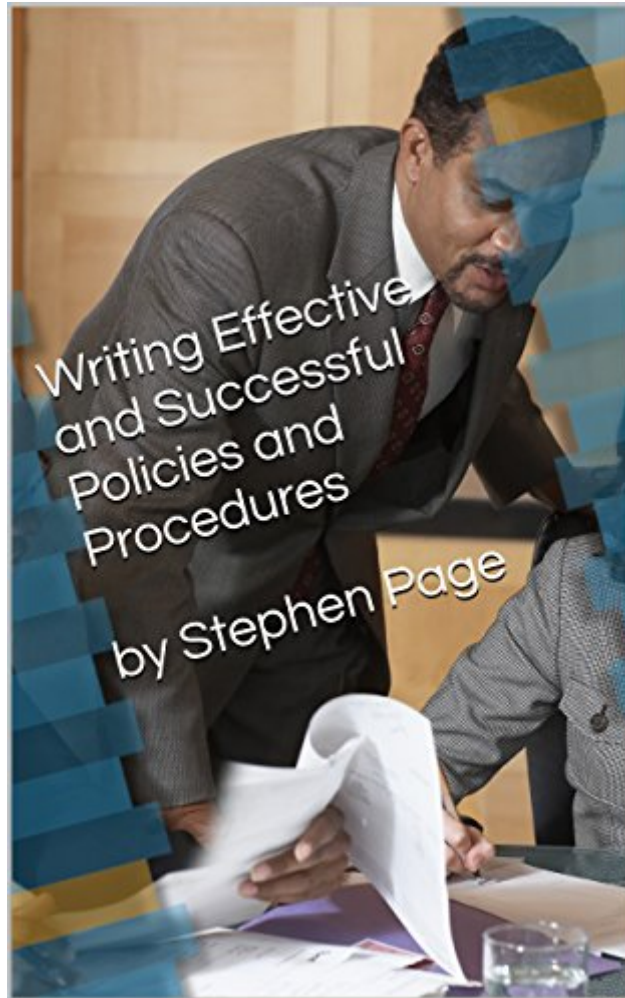# Writing Effective And Successful Policies And Procedures By Stephen Page

Synopsis

"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."

Book Information

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Customer Reviews

This book is a straightforward "how to" book, and it gives procedures for writing policies and procedures that are effective and clear. What I like about this book is Mr. Page stays focused on the basics, and sorts out the key issues. If you've never written policies and/or procedures, this book will

step you through the process with no fluff. Having read all of Mr. Page's books, and also having an extensive background in policy and procedure development, I can attest that the approach is mature and will assure success if followed.

If you're looking to understand policies and procedures then this book is for you. The book is easy to read and understand. It provides helpful guidelines and background material to design procedures. It works a bit as a checklist, in order to remember all the elements in procedure writing. I love the examples provided; the extensive appendix section that includes 10 policy and procedure examples written by the author in his own writing format template is a blessing. Few other authors offer this many examples

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