



Effective Documentation

Aim

To enable participants to document processes and procedures, implement mapping processes, write effective checklists and systems in line with established policy and extract information to document with clarity.

Agenda

- Flowchart the process & system for clarity
- Establish approaches to extract information
- Determining the effective recording processes for documentation
- Writing documents in plain English
- Defining procedures & how & why they are used
- Working within policy to document the systems & procedures
- Development of templates
- Preparing checklists and flowcharts
- Establishing an implementation process for documentation
- Defining the audience and what they need to know

Resources

- Participant's manual with examples and tips
- Action plan to measure performance

Length

1 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or In-House For Staff Development

Pre-requisite

None

Class Size

8-15 per class

Trainers

Trevor Keeling
Catherine Logue

Dates

By Appointment



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