

Finance

The Ultimate Guide to Policies & Procedures

Course Details

Price

£225.00

Length

Half day (09:00 – 12:30)

Course Overview

This workshop aims to provide practical approaches to crafting effective Policies and Procedures (P&P's) to support businesses to comply with regulations and achieve operational success. Using practical examples, delegates will learn about key concepts, develop writing techniques to ensure clear and concise P&P's and explore how to create robust processes to control both the approval and ongoing review of P&P's; ensuring these remain up to date and fit for purpose.

Course Content

- Importance of Policies and Procedures (P&P's) in business operations
- Definitions, differences and when to use Policies, Procedures, Checklists, Guidance Notes
- Practical Exercise: The importance of clear and concise P&Ps
- Key components of P&P's and how to make them work for your organisation

- Writing effective and concise P&P's
- How to embed key controls in P&P's
- Practical Exercise: Writing a live P&P
- Approval Process for New or Amended P&P's
- Strategies for keeping P&P's up to date

Benefits

By understanding key distinctions, mastering writing techniques, and engaging in hands-on exercises, delegates will develop skills that enable them to craft concise, well-structured P&P's that mitigate risks and support business operations.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570. If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.