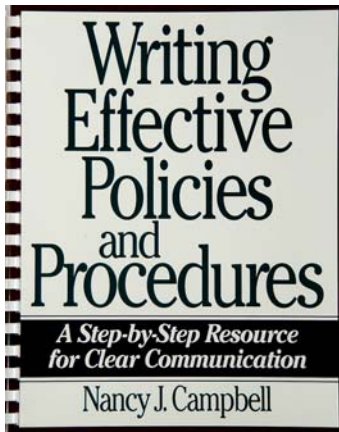


Jim Frazier's Policies and Procedures Recommendations

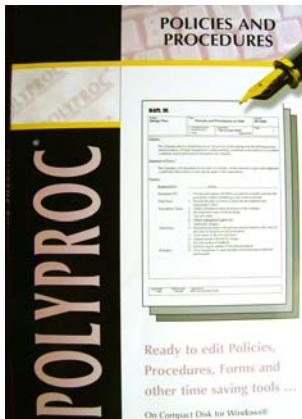
I'm a big believer in policies and procedures. They help you identify the right way to do something, help to communicate the methods to your users so that they actually DO it the way you intend, and give you additional credibility with your auditors, regulators and stakeholders. One reason why you don't have them is that they're difficult to create and manage. Here are three tools to help:



Writing Effective Policies and Procedures

This audio program gives you valuable tips and techniques on topics ranging from time management, to directing projects, to managing your own boss. Of all of the guides on management skills, I think this is probably the best. It's an excellent and comprehensive guide to becoming more productive. And if you're more effective, you're more valuable to your organization. And that is a career enhancing situation.

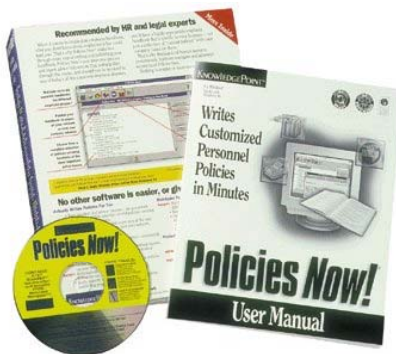
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Policies Now! will help you write your policy handbook fast and professionally. When it comes to writing an employee handbook, the maze of employment law is weighty and what you don't know could hurt you. That's why *Policies Now!* walks you through every step of writing and publishing your own company handbook. *Policies Now!* actually writes policies for you, and makes publishing easy with a variety of handbook layouts.

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