



Clarity out of Complexity: Writing Effective Workplace Procedures

Rosemary O'Donoghue

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Clarity out of Complexity: Writing Effective Workplace Procedures Rosemary O'Donoghue
Transform a complex, chaotic workplace into order with easy-to-follow work instructions. Clarity out of Complexity shows you how to create concise Standard Operating Procedures (SOPs) that people will actually use. It guides you through providing useful information, writing in straightforward language, and presenting in a structured layout that is easy to read. You are provided with a starting template that guides you to include the information needed. With procedures like these you can streamline your business processes, consistently train your people, and always provide top quality product and services.

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