

Considerations for Developing Effective Written Procedures

By **David Markovitz** Feb 21, 2013 10:40 am EST



Getty Images

INTRODUCTION Developing written procedures that are effective and understood by everyone in an organization is not an easy task. Many written procedures are done in a hurry to meet deadlines or are “cranked out” by people who have little or no training writing good procedures. There are three key considerations to take into account when preparing written procedures. In brief, these are the education gap, the language gap, and the generation gap. This article will present these considerations as potential gaps in the process. Addressing these gaps before developing written procedures will improve...

Source URL: <http://www.ivtnetwork.com/article/considerations-developing-effective-written-procedures>