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Department of Personnel ...

One of those tools is a process and procedures manual; a written document that explains how you complete every routine task in your business. What you get from a process & procedure manual As a small business owner you already have many responsibilities, so adding another task might be frustrating.

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The office procedures

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Office managers or company owners usually write office procedures manuals to ensure that all employees clearly understand the guidelines. These office procedures manuals are generally signed by employees upon hiring and then once a year to ensure that any

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changes made to the manuals are understood by all of the office employees.

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