

## Tentang CareerTrack-Training

CareerTrack Training dan BeProfessionalTheClub adalah divisi pelatihan manajemen dari PT.Proesdeem Indonesia—lembaga konsultan manajemen yang sejak tahun 1995 memfokuskan kegiatannya pada penyelenggaraan pelatihan profesional. Pelatihan yang diselenggarakan oleh CareerTrack Training dan BeProfessionalTheClub senantiasa memadukan aktualitas dan kualitas kurikulum (modul) pelatihan, pelayanan yang prima, dan kapabilitas instrukturanya.

Pelatihan yang diselenggarakan oleh CareerTrack dan BePRO senantiasa mengacu pada perkembangan mutakhir dalam pengelolaan perusahaan yang saat ini berorientasi kepada terciptanya *good corporate governance*.

CareerTrack dan BePRO sejak berdiri tahun 1995 senantiasa berusaha mempertahankan kualitas professional training yang tinggi dengan menerapkan adanya check dan control, sehingga professional training yang diselenggarakan dapat

- menjawab kebutuhan para peserta secara komprehensif dan dengan pendekatan aplikatif
- memfokuskan terhadap solusi yang spesifik dan relevan terhadap perkembangan terkini
- memberikan aspek teknik dan aplikatif yang dibawakan oleh para instruktur yang mumpuni
- memfasilitasi kebutuhan soft skill dalam pengembangan karir dan bisnis

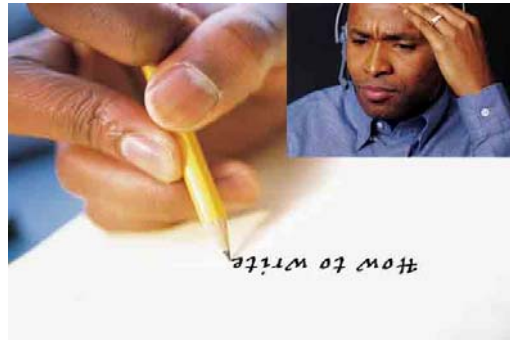
Melalui professional training, CareerTrack dan BePRO dapat membantu perusahaan yang ingin berkembang ataupun memperkuat posisi strategisnya dengan memberikan expertis yang dapat meningkatkan kemampuan dalam

- Mengelola prioritas secara efektif
- Membangun budaya kerja yang produktif
- Meningkatkan job value
- Menyelaraskan kemampuan dengan perkembangan serta kebutuhan terkini
- Menciptakan proses, dan professional terbaik bagi perusahaan.

### Web Service Links:

- [www.BePRO-seminar.com](http://www.BePRO-seminar.com)
- [www.LPAuditorInternal.org](http://www.LPAuditorInternal.org)
- [www.theITMP.com](http://www.theITMP.com)
- [www.PROESDEEM.com](http://www.PROESDEEM.com)

# How to Write Effective Policies and Procedures



If you spend hours struggling with what needs to be said and how to say it ... if you worry that employees will misinterpret what you wrote ... gripe ... or simply file it away without even looking at it ... if you wonder if you've covered all the legal bases ... left anything important out or made a mistake that will surface later and cause you grief. There's so much involved in writing effective policies and procedures. That's why we're excited to bring you How to Write Effective Policies & Procedures -- the seminar that gets you up to speed on the nuts and bolts of writing and developing your organization's policies and procedures

## Who Should Attend?

Those who write policies and procedures.

## In this seminar you'll learn...

- Avoid words and phrases that just make people mad
- Overcome employees' endless excuses for not reading, understanding or following the rules
- Watch out for legal traps that even the pros can sometimes overlook
- Write clearly and concisely—even if writing doesn't come naturally
- And much more!

## Apa yang akan Anda Pelajari:

- 1. Understand what makes policies and procedures work**
  - What good policy and procedure writing is really all about
- 2. Get off to a quick start**
  - How to avoid the common problems that contribute to writer's block
  - Struggling with how to simplify a multi-step procedure? Have you tried a flowchart?
  - Mind mapping: How this simple pre-writing exercise can save you time and frustration
- 3. Write with new clarity and ease**
  - Understand what "clarity" really is and why you must change old habits to achieve it
  - Don't do this, don't do that—are your employees suffering from "rule overload"?
  - Words and phrases that almost always rub people the wrong way
- 4. Feel confident you've cut legal liability to a minimum**
  - The how's and why's of writing disclaimers
  - Watching out for absolutes, weasel words, conditional phrases and other hidden legal traps
  - Writing job descriptions—how they're different from anything else you'll write
- 5. Improve readability with proven design and graphics tools**
  - How to differentiate between visual clarity and visual clutter
  - How to achieve consistency from top to bottom, page to page
  - Checklist: Is your document designed for readability?
  - How an approval loop can protect you later should problems crop up
- 6. Diplomatically handle all kinds of resistance**
  - Understand the revision cycle—step by step, start to finish—so you can control it
  - The real danger in not updating old policies and procedures
  - How to work in revisions with a minimum of disruption
  - Is it time to change a policy or procedure? Listening to the clues around you
  - Do's and don'ts when bringing policies and procedures on-line

Jadwal Anda		IDR (000)
January 19-20, 2012	Bandung	3.500
March 29-30, 2012	Jakarta	3.500
May 03-04, 2012	Jakarta	3.500
July 25-26, 2012	Bandung	3.500
September 19-20, 2012	Jakarta	3.500
November 29-30, 2012	Jakarta	3.500

• Biaya tidak termasuk pajak (PPN & PPh), akomodasi dan transportasi

## Ketentuan Lokasi & Pelaksanaan

Jakarta: Patra Office Tower #1710 atau Hotel Puri Denpasar/ Peninsula/Ibis Slipi/Century/ atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar.

Bandung: Hotel Golden Flower, Grand Seriti, atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar.

Jumlah peserta minimal untuk pelaksanaan di Bali 8 (delapan) orang, Bandung 5 (lima) orang, Jakarta 3 (tiga) orang sesuai konfirmasi yang kami terima seminggu sebelum pelaksanaan. Dalam hal jumlah peserta kurang dari ketentuan minimal tersebut maka keputusan pelaksanaannya dapat dibicarakan kedua belah pihak untuk mendapatkan solusi terbaik.

Bila Anda menginginkan jadwal dan lokasi yang berbeda dengan yang telah ditentukan di atas silahkan hubungi Customer Service kami melalui telepon 021-520-1627, 021-7073-3816, email: [careertrack.indonesia@gmail.com](mailto:careertrack.indonesia@gmail.com)