

YOUR OFFICE MANUAL

Part 1

Office Manual

- ▣ An **office manual** is a guide to all the important information and procedures in your company
- ▣ New employees and temporary employees use it to learn how we do things in our office
- ▣ Existing employees use it to remind themselves about info or procedures that they have forgotten

Office Manual

- ▣ When complete, your office manual will:
 - Be in a binder or duo-tang folder
 - Have a table of contents, referring to page numbers or tab names
 - Have tabs for quickly locating each section
 - Be neatly and professionally laid out
 - Have a **reasonable balance** of material created by you and ~~stolen~~ borrowed from the internet (or from a real company)

Getting Started

- ▣ What kind of business is it?
 - Choose the kind of business you are most familiar with

- ▣ How big is the business?
 - The bigger the business, the more information you must include in your manual. Smaller is better.

- ▣ How many employees will you have?
 - Are you the owner/manager? Or one of the gang?

Getting Started...

- ▣ The topics discussed in these presentations are just suggestions. YOU will decide what to include (or not). However, your manual must be realistic and professional, and must cover a reasonable range of topics.
- ▣ Work with your classmates to come up with ideas. Share information. Exercise teamwork! But each student must submit his/her own office manual.

What to include...

- ▣ Title page
- ▣ Table of Contents
- ▣ Staff list: names, phone #, email addresses
- ▣ Location (Google Maps, showing red dot)
- ▣ Mission Statement / Vision Statement /
About Us / Our Philosophy

What to include...

More ideas coming in Part 2

End