

YOUR OFFICE MANUAL

Part 5

What to include...

- ▣ Regular meetings
 - Who? Where?
 - Meals/snacks/beverages?
 - Materials?

- ▣ Making appointments
 - How?
 - Dates/times to avoid?

What to include...

- ▣ Visitors
 - Who sees whom?
 - The boss's family members?

- ▣ Business travel
 - Book through an agent? Who?
 - Book online? What websites?

What to include...

- ▣ Dress code in the office
 - Casual Fridays (?)

End