

Creating a Desk Manual

A Desk Manual is a resource that provides **instructions** for the **daily duties** and **responsibilities** (and their **procedures/tasks/steps**) for a **particular position** in a department.

Elements of Instructions

1. **Introduction:** Describes the purpose or need for the duty or task.
2. **Warnings/Cautions:** Ensures correct application of instructions to prevent harm (informational, relational, or physical).
3. **Necessary Background:** Explains prior knowledge or information essential to understanding of instructions.
4. **Equipment/Supplies:** Lists items necessary to complete instructions (e.g. software, forms, materials, information).
5. **Steps:** Detailed explanations of each step necessary to complete task or duty.

Writing Strategies

1. **2nd Person:** Write directly to the reader using "You" statements or "implied you."
2. **Verbs:** Begin steps with verbs.
3. **Headings:** Use headings to distinguish sections from one another.
4. **Lists:** Incorporate lists of actions, especially in the "Steps."
5. **Explain:** Be succinct, but also be sure to explain each step so that it is fully understood.
6. **Graphics:** Include images or graphics to clarify steps whenever useful (e.g. blank forms and sample completed forms).

Tip:

Before you finalize instructions for a task, ask a colleague to conduct the task exactly as you have written; see if you get the results you intended!

Desk Manual Sample

S. Rao Vallabhaneni



Desk Manual Sample:

Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2022-01-12 Athletic Director's Desk Reference Second Edition With HKPropel Access is the most comprehensive resource available for collegiate and high school athletic administrators Expert leadership advice and practical tools guide administrators in successfully navigating increasingly complex roles in athletic programs of any size With more than 75 combined years of experience as athletic program administrators coaches and consultants the authors deliver an engaging narrative and professional insights for athletic directors of all levels The modern demands on athletic programs and evolving safety and culture issues are reflected in this updated edition with new content on Title IX compliance social media communications planning tools for budgets cost saving strategies revenue generating opportunities student athlete mental health concussion protocols athletes rights Esports and more Offering a solid foundation of information every athletic director needs to know plus clear advice on day to day operations this essential resource can be used as an immediate practical guide through the real world issues typically encountered by every athletic director An extended table of contents provides an outline of the book elements so athletic directors can quickly find relevant tools within the book and easily reference the corresponding online materials enabling administrators to confront issues and lead with confidence Throughout the book management tips deliver professional advice foundational information problem solving strategies and suggestions for management of employees programs events and facilities Planning tools provide specific steps and considerations to take when developing strategic plans action plans professional development plans and governance systems More than 300 documents are delivered through HKPropel These valuable time saving resources can be downloaded and customized to suit the needs of any athletic program Educational resources can be used for teaching and motivating staff campus constituents volunteers and student athletes Evaluation instruments and risk assessments help today's athletic administrators assess job performance evaluate program contents identify risks and prevent litigation Policies and forms are easily modified enabling athletic directors to produce effective policies and procedures that meet their unique needs while saving significant time The advice and tools in Athletic Director's Desk Reference allow professionals to turn theory into immediate practice The book addresses all the various policy procedure and system needs required for becoming an efficient and effective athletic director overseeing a successful athletic program Note A code for accessing HKPropel is not included with this ebook but may be purchased separately

Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07 Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size **Wiley CIA Exam Review 2013, Part 1, Internal Audit Basics** S. Rao Vallabhaneni, 2013-01-31 The most comprehensive Certified Internal Auditor Exam preparation guide available One exam three volumes of preparation Here is the best source to help

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Desk Manual Sample Book Review: Unveiling the Magic of Language

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