

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!

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Scott C. Dulebohn

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Harvey,1999-05-24 A user friendly reference book provides separate sections covering each Office 2000 module plus Windows 98 and includes pointers on getting the modules to work together The Product Manager's Desk Reference 2E

Steven Haines,2014-10-31 Whatever your business sells product management is one of the most important functions in the organization's pursuit of profits With everexpanding globalization and increasingly fierce competition the stakes are higher than ever and the room for error narrower than ever Introducing a brand new Product Management Life Cycle PMLC model The Product Manager's Desk Reference Second Edition provides the knowledge tools and insight you need to establish yourself as a cutting edge product manager who contributes measurably to your company's success In this fully revised edition of the definitive product management guide veteran product management thought leader and practitioner Steven Haines clearly illustrates the entire product life cycle from beginning to end The Product Manager's Desk Reference is packed with an array of best practices and helpful hints that are critical to the efficient management of products Written for practitioners by a practitioner The Product Manager's Desk Reference explains how to Choose and justify which products to build Plan for their profitable creation and deployment Develop and launch them Manage them once they enter the market Gracefully retire them and replace them with new products Efficiently allocate investments across all of the products in an organization The Product Manager's Desk Reference embodies everything product management It is a comprehensive versatile must have resource for anyone who works in any company in any industry who seeks to successfully and profitably market and manage products and services PRAISE FOR The Product Manager's Desk Reference There are some books that are destined to become classics in their field The Product Manager's Desk Reference by Steven Haines is one of those books Anyone working not just in product management but also marketing and business development should take the time to read and absorb the comprehensive body of knowledge that Steven has organized around product management AMANDA NOZ Head of Positioning and Messaging Alcatel Lucent Steven has done an excellent job of bringing a standard definition of the roles and responsibilities of this accidental profession to the industry and has provided a path along with tools to improve your skills within the product management profession BRIAN WEBER Manager of Product Management Thomson Reuters Steven Haines covers this multifaceted topic in a systematic manner that makes the book easy to navigate His groundbreaking proposal that product management become a formal discipline is an accurate reflection of the acute need for these skills in the business community DAN O DAY Senior Director Product Management Thomson Reuters From now on this book will stand as an important reference point for all product management teams MARK ELLIOTT Vice President Product Management Smiths Detection The Product Manager's Desk Reference is a practical guide to the activities firms need to engage in to build the discipline of product management When actively utilized the Desk Reference promotes consistency and standardization of methodology which in turn leads to repeatable process good decision making and positive outcomes This is an incredibly valuable resource DEBORAH LORENZEN Chief Operating Officer BNY Mellon University *The*

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Rehabilitation Psychology Desk Reference Bruce Caplan, 1987

Progress Report Under the Joint Program to Improve Accounting in the Federal Government United States. Joint Financial Management Improvement Program, 1984

The Illustrated Handbook of Desktop Publishing and Typesetting Michael L. Kleper, 1987 The first comprehensive analysis of desktop publishing that covers the entire scope of this innovative technology including using personal computers as components of desktop publishing systems or as input work stations for traditional phototypesetting input Writing in clear nontechnical style Kleper discusses the mechanics of typesetting and graphic reproduction the printing trade and hardware and software products applicable to desktop publishing 622 illustrations

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