

Preparation of Procedures, Training, and Records Management

Many organizations are faced with the updating or development of procedures, guidelines, and/or policies as a means of improving operating performance and effectiveness. Our staff possesses and in depth knowledge and experience with operating environments and the importance of clear and concise instructions. Our staff is experienced in preparing procedures, guidelines, and/or policies for both technical and administrative processes.

The significance of training continues as a critical element in successful organizations. Our experience in evaluating, developing, and implementing training for technical and not-technical staff assists businesses respond to change and improve the efficiency and effectiveness of operations. We have developed programs, instructed classes, and prepared tools for utilities and manufacturing organizations. We have developed a database tool that documents individual training records and status as well as tracking instructors, instructor certification data, and instructor certification renewal periods.

