

# Crafting an employee handbook

**1**

Review and gather company policies and procedures

**2**

Create an outline of everything you'll include

**3**

Write clear and concise content, and avoid jargon

**4**

Send it through an internal editing process

**5**

Have an attorney ensure accuracy and compliance

**6**

Use consistent format and design

**7**

Publish and distribute handbook to employees

**8**

Update it yearly or as policies and procedures change

# Guide To Creating A Departmental Handbook And Writing

**Sabine Zange**



## **Guide To Creating A Departmental Handbook And Writing:**

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