

Following Policies and Procedures and Why It's Important

Policies and procedures are essential part of YPW. They provide:

- Roadmap for day-to-day operations
- Ensure compliance with laws and regulations
- Give guidance for decision-making
- Streamline internal process

However, these policies and procedures will not do us any good if we don't follow them.

WHY FOLLOWING THEM?

- Consistent process and structures
 - o Organization run smoothly
 - o Management structures and teams operates as they're mean to
 - o Mistakes and hiccups can be quickly identified and addressed
 - o Using time and resources more efficiently
 - o Be able to grow and achieve your goals as an organization
 - o Know your responsibilities, what is expected from you
 - o Know what to expect from your boss and co-workers
- Better quality service
 - o When we follow procedures, we perform task correctly and provide consistent customer service. This enhances the quality of our organization's product and services. And in turn, improves our school reputation. You know, you're fulfilling your roles and take pride of your work
- A safer workplace
 - o When following policies and procedures, workplace accidents or incidents are less likely to occur
 - o Reduces liability risks for our school and limits interruptions in operations. All employees will feel safe and comfortable knowing that their managers and co-workers are looking out for the best interest. They can rest assured that they'll be taken care of if something does happen.

WAYS TO IMPLEMENT POLICIES AND PROCEDURES

- Make policies manuals more accessible
- Implement training courses
- Test Employee Comprehension

ENCOURAGE ACCOUNTABILITY

- Policy/Process implement happens from the top down. Employees are more likely to abide by policy if they see their managers and leaders consistently following policies and procedures as well.

- Employees must know the consequences of not following policies and procedures. We must have a structure for discipline and corrective action.
- This start with YOU!

HOW TO KEEP EMPLOYEES ON TRACK?

- Not need to micromanage
- Procedure checklists and reporting mechanisms can help keep employees on track.
 - o This will help leaders see which employee are following procedures and which are not. Leaders can reward employees or offer correction as needed. Employees who are deviating from procedures may just need some guidance or further training.