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In a previous life I interned in a fashion company. And at the tender age of 19 it was my first acquaintance with the working world. But my time was largely spent in a state of bewilderment, wondering what tasks I should be focusing on, what the right processes for these tasks were, and what a successful end result for those tasks would look like. (This company was part of 22% that do not have an onboard program.) And because the team has always been out of the office - attending photo shoots, meeting brands and retailers, going for their 17th coffee a day at an inflated (and mediocre) cafe in London's East End - it meant I was often alone in the office, wondering what the hell to do. Unsurprisingly, the company went bankrupt in 2019. If they had an operations manual or some manual operating patterns, I would be able to do a ton of work while they were focused on other parts of the business. This is due to the fact that the operations manual contains information about the company, the company hierarchy, roles and responsibilities, business policy and key facts concerning processes and procedures. Don't let your business fall into the same trap as the now defunct fashion company. Create, implement and audit the operations manual. In this post, I further define what the manual is on operations and the benefits of having a manual on operations. To download, I'll provide you with a plethora of excellent operations guide templates, and tell you how Process Street can help you with your guide! Read the following sections to get unveiled: Or if you just want templates, grab them here: Actually, here's a preview of the templates you'll get for free! Let's get started, shall we? What is the definition of manual operation management? No, no. An operations manual (also known as an operating manual or procedure manual) is a document that provides key information about the business and how it works. The guide is tailor-made for your employees, providing them with a resource to designate if you doubt who to turn to, how to perform a task or a specific business policy. The manual of operations is different from the employee's management, and it is very common (not to mention highly recommended) for businesses to set up, install, and both types of documents. The employee handbook usually covers the company: Mission Vision Goals Value Culture Benefits Dress Code and so on Basically, it is a company culture oriented. Meanwhile, the Management Of Operations mainly provides information about: Business Policy Company Hierarchy Company Contact Data Department Contact Data Business Procedures and Processes and Emergency Procedures and Processes. The manual of operations, therefore, concerns a nitty-gritty, day details about working for the company in question. As my colleague, Ben Mulholland, succinctly succinctly He: Imagine a guide for the car. In it, you will be told that the model that the pressure in the tires should be, and a host of other useful facts that are important to know, but not necessarily from by heart. The manual is exactly that, but for your company. This is a way to make sure that your team can carry out their tasks reliably and efficiently with consistent results. Human error is minimized and everyone knows exactly what they need to do, who they can wait for, and who can expect them to deliver results. - Ben Mulholland, How to create an operations guide for your business (and avoid nuclear war) To understand what the structure of the operations manual looks like, check the Process Street very own Operations Guide template. Click here for a template guide to operations! Interested in creating a manual on your own? Sign up for the account for free, add the above template to your account, and then follow the instructions in the template. The advantage of having an Operations Manual In an earlier quote from Ben Mulholland's article, he mentions that the advantage of having an operations manual is that it can seriously reduce human error. While this is certainly true, there are a metric ton of other rewards that you and the rest of your company can reap. These include documented processes and procedures. 📌 first, let's discuss process documentation. The documentation process is an act of recording business processes down and, preferably, storing that information in an accessible location. Documenting business processes can help told employees know what they need to do, how they should do it, and how to complete these repetitive tasks effectively and efficiently. Needless to say, process documentation is at the heart of any operations manual. Create one store for the information you need. 📌 remember my previous anecdote about a fashion company that has since gone bankrupt? I wouldn't have to bombard the team with questions when they got back to the office if there was an information store. (Damn, even Word doc would've had enough!) An operations guide is a one-stop-shop information that can be passed over and over again by confused or uncertain employees, whether they have been with the company for years or if they are new. Speaking of new employees... Make training for new employees easier. 📌 for many companies, the on board is particularly sore. It can be frustratingly difficult to train a new hiring and show them what they should do, why and as fast as possible. But with a manual on operation, training a new employee can be as fast and smooth as anything they need to know, right there in the guide to (Also, it will be helpful for a mentor to brush off their company-specific specific if they need to, before the first day of the new hiring.) Reducing responsibility, increasing accountability. 📌 no one wants to be a burden (read: burden, hindrance, inconvenience), and even more so in the workplace. Fortunately, hand-held remedies for this problem are one fell swoop. The very existence of a proper, fully written manual of operations (as long as employees are actually told about management and where to find it, of course) means that employees are responsible for their actions. To illustrate the usefulness of the operations guide when it comes to accountability, say Astrid, a social media exec, has been promoted to social media manager. Although she is concerned about all her new responsibilities, she can use the Operations Manual as an encyclopedia of knowledge to help her carry out the processes and procedures that she is now at the helm and with confidence. This fictional, completely make-up story leads me to my next moment pretty nicely... Allows you to scale (easily) 📌 for the most part, it's never a vision of a small and medium-sized business to stay small. As a rule, those who work in the company want to become a well-known, well-known company that takes the world by storm. But the actual process of growth in size and growth as a company - known as scaling - can be a fall for many startups, SMBs, and even large corporate-level businesses. But having - and, if necessary, updating - the company's operating manual means that a scaling nightmare can be a dream. This is because, with operations management, it is easier to train new employees, provide long-term employees with the right information when they are promoted, and have reference silos processes and procedures. Saving you a heck of a load of time. 📌 Running around like a gluten-free chicken or, alternatively, sitting at a table worrying about asking the manager another question on how to go about a repetitive task no one has an idea of pleasure. Also constantly not asking colleagues what someone else's email is, or who is being the manager of social media. The manual saves time for everyone in the company because, well, it reduces the need to ask these questions first! With this time savings (and any associated worry), employees can get more done each day. With all these benefits being discussed, it's safe to say that the operations guide is incredibly excellent and worth having, isn't it? Don't let your excitement be tarnished by the realization that the operations manual doesn't just come out of thin air... I have a plethora of checklist templates that will make the creation, implementation, audit and update of the wind operations manual (so much as if it came out 7 (free!) super-powerful Operations Guide Templates (Source) On Process Street, we want to help our community as much as humanly possible. It's possible, why our content team has created these super useful, super-powerful checklist templates so that you can get a guide to operations in check. Below I'll explain what checklist templates do, how to use them, and the inherent benefits that come from using them. A template of operations guides for those who haven't written an operations guide before (and those who haven't even considered writing one before reading this post), this template is for you. This is the pattern of the structure, that is, the structure of the operations manual has been laid out for you. All you have to do is add it to your account and follow these instructions to create an operations guide! As I mentioned at the beginning of the checklist template: Go through each section, following the brief instructions of Process Street to write a guide to operations. This is mainly done by filling in the gaps marked by brackets. To make any changes, you need to press the Change pattern button. If you want to add more text, images, or sub-checkers, this is possible with the Content widget on the right side of the editing screen. If you need to add more procedures and processes, there is a Task button in the bottom left corner of the editing screen. Once you're happy with the content of the guide, you can export a fully written Word guide and/or save it as a PDF file to share with your team (s). You can also post a manual of operations inside Process Street yourself thanks to its templates, checklists and folders. - Tom James Carter, Operation Guide Pattern This template is absolutely essential to getting guidance on operations off the ground. So what do you expect? Click here for a template guide to operations! Checklist to write an operations manual If the prospect of writing the entire operations manual still feels daunting, don't be afraid. This checklist to write an operations guide will help users write a manual from start to finish. Think of it as an accompanying checklist to the Operations Guide template, which ensures you leave no stone unturned. What's particularly helpful in this checklist template is that, not only have you and your staff said what to do, it also shows examples of what each section should look like. To download, it will also help you inform the rest of the company's employees about the manual of operations as soon as it has been created! For beginners in particular, this checklist template is a necessary addition. Interested in trying it yourself? That's what I thought. Click here to get a checklist to write a guide to The internal audit procedure for operations management Inadequate operations guidance is a useless management of operations. If you want to your best to create and implement one, you don't want your manual of operations to not do what it should. That is why this internal audit procedure exists for the Operations Manual. It is based on ISO 9001 and the broader structure of the L ISO application, which means that this audit procedure is extremely thorough. Given its thoroughness, several people are required for this audit to be completed properly. But seeing how workflow automation functions such as role-playing tasks and assignment tasks can be used, collaboration on this audit is a breeze. Manual audit of operations should be carried out regularly (i.e. at least once every 6 months), taking into account the ever-changing nature of the company and its processes, procedures and employees. Just as our manual operating template is essential to creating a manual on operations in the first place, this audit is critical to make sure that the manual operations are, well, consistently good. Click here for an internal audit for the Operations Guide! The Process Library Checklist Is a Guide to Operations, for the most part, related to processes and procedures. While it is useful to have the processes and procedures outlined in the manual, there should be a more accessible, more rational way for employees to access these processes - as with BPM software. But just because you create and use processes in software like Process Street, it doesn't mean you keep organized. It can still take time for employees to wade through to find the exact processes they are following. Simply put, there must be a process library to ensure the organization. And this checklist of the process library will guide you through the steps of building a process library from scratch. Once a process library has been created, the checklist can be used as a checklist of reviews (used every 3 months). This is to ensure that the library is tidy, optimized and useful for all employees! Even if you choose not to create, implement and audit the operations manual (... at the moment), having a library of processes is still incredibly practical, convenient to have. Ready to become a process professional with a process library? Click here to get a checklist of library processes! Process optimization process, processes. They are beautiful when they are optimized. But they are also completely useless (and perhaps even harmful) when they are not. And, as you know, the business world moves at the speed of a neck break. This leads to processes that may have been great some time ago turns out to be good... not so great anymore. To help you and your business get their processes back to zero, there is a optimization process it follows the structure of DMAIC to improve the process (identify, measure, analyze, improve, control). From a non-specific perspective, this means that the checklists from this template will help you through the definition process, rethinking it, offering improvements, getting a receipt to improve, test improvements, and then streamline the process by implementing improvements. It's simple, isn't it? Click here to get the process optimization process! ISO-9000 Structure Pattern Pattern and ISO 9001 Internal Audit CheckList for quality management systems Our operating manual templates and internal audit procedure for operations management were based on the ISO 9000 Pattern Structure and ISO 9001 Internal Audit Checklist for quality management systems respectively. If you want your SOPs to meet ISO specifications, and further audit your quality management system with confidence, you'll want to add these checklist templates to your account, too! First, it is the pattern of the iso-9000 structure. Click here to get the ISO-9000 Structure pattern! And don't forget, ISO 9001 is an internal audit checklist for quality management systems. Click here to get ISO 9001 Internal Audit Checklist for quality management systems! Here it is, 7 incredible checklist templates for your operations guide to make it the best it can be! These manual transaction templates are used on the Process Street platform, so let's dig into Process Street, a little deeper and explain why you need to make it part of your digital toolkit. Use Process Street to fully control your operations! Process Street is a heavy-duty checklist. If you document workflows, business processes, and integrated procedures as templates, you and your team can use templates - and even run an infinite number of checklists of them - to help you do the stellar work. Each. One. Day. For a visual introduction to our out-of-this-world business software, check out the video below. With Process Street, you can place all your operations guide in our app thanks to our nifty templates, checklists and folders! Even if you prefer your operations guide to be a Word document or even printed as a booklet, you can still use Process Street to write, document, and follow these important processes and procedures as checklists. It's easier for team members to follow a form or checklist for any process. Develop a comprehensive pattern based on the processes displayed. - Kimberly Leonard, how can I write a guide to standard surgery procedures? Basically, there are many ways you can use Process Street in relation to your operations guide! How you decide to make it up to you. We're not going to judge. If you're wondering which Power Process Street checklist templates are exactly, then these are our workflow automation functions. To them (but not limited): For a deep dive into some of these features, watch the following web toadinar. The information provided in this post - as well as the free operations guide templates - was hopefully exactly what you needed to get started by the manual. I Am I Wait to see what your phenomenal (don't forget about practical!) guide to operations will look like. Have you created an operations guide? If so, are there any tips and tricks that you would like to share with the rest of the Process Street community? Write them down in the comments section below! 📌 best image resize app for android

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