



Corporate Training Main #: 239-433-6963  
Fax #: 239-489-9051

Department of Corporate Training

## Developing Quality Documentation

The methodology provided will facilitate the development of quality-based documentation, that is, by eliminating (all) errors. This methodology provides an organization with a disciplined means to evaluate the readiness of a document prior to its use.

The instruction provides a description of key tasks, responsibilities, and critical areas to facilitate the organizations confidence in the use of documentation. Examples of key documentation subject to the formal inspection process include:

Program Management Plans, Organizational Processes and Policies, Installation Instructions, Statements of Work, Contracts, and other key documents within the organization.

4 hours of instruction.

### **Please Call for Dates and Cost.**

#### **NOTICE OF NON-DISCRIMINATION**

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer.

The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources  
Royal Palm Hall, N-120 - Lee Campus  
8099 College Parkway SW  
Fort Myers, FL 33919  
(239) 489-9293