



## **Waypoint Global Suite**

### **Authoring Tools (Policy, Procedure & Instruction Writer)**

#### **Course Mission:**

Waypoint Global's Authoring Tools course helps attendees understand the quality system documentation structure and the creation of level I, II and III documents. This course provides experience with developmental tools and concepts needed to create management system documents. You will learn to use technology as a document creation tool using Policy Writer, Procedure Writer, Instruction Writer and Desktop.

#### **Prerequisites:**

- Familiarity with ISO 9001, ISO/TS 16949 or ISO 14001 management system requirements
- Basic keyboard skills and understanding of Windows applications

#### **Audience:**

- Department Managers
- Steering Committee Team Members
- Document Control Managers/Administrators
- Personnel responsible for authoring or maintaining documentation

#### **Format:**

Classroom hands-on training in Indianapolis, IN

#### **Course Highlights:**

##### Documentation

- Receive document creation writing tips
- Learn how to use technology to reduce your document writing time
- Learn how to route documents for approval (electronic and manual)
- Learn and understand the integration of Desktop with the Authoring Tools

##### Desktop

- Learn basic Desktop configuration
- Create binders for document organization and retrieval

##### Policy Writer

- Gain a basic understanding of the Policy Manual format
- Create a Policy Manual and develop understanding of linking to procedures

##### Procedure and Instruction Writer

- Receive suggested steps for writing these documents
- Create and edit procedures and work instructions
- Understand creation and changing associated flowcharts
- Learn how to create and customize templates for consistent document creation

#### **Course Length:**

3 days

#### **Cost:**

\$1,275 USD per person

#### **Contact**

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