

Unit 303: Contribute to business success

Activity 4: Communicating operating procedures

Working individually, complete the table with examples of operational procedures that would be communicated by each method and the effectiveness of each.

Communication method	Operational procedures	Effectiveness in maintaining standards
Induction		
Staff handbook		
Newsletter		
Email		
Staff notice board		
SOP manual		

Communication method	Operational procedures	Effectiveness in maintaining standards
Posters		
Internal social media platforms		