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** |  |  |
| **Posters** |  |  |
| **Internal social media platforms** |  |  |