

¿Qué es un manual de procedimientos?



El manual de procedimientos es un documento que contiene reglas y pautas sobre cómo deben ejecutarse los procesos en una empresa.



Permiten administrar y guiar sus operaciones, estrategias y flujos de trabajo hacia resultados óptimos y estándares de calidad.

HubSpot



Compila las políticas y los procedimientos que reflejan la cultura laboral de una compañía, así como las necesidades y obligaciones de sus empleados.

Manual De Procedimientos Administrativos De Una Empresa

Scott C. Dulebohn



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