

	Training Overview
	Course: Writing a Documentation Procedural Manual
<i>Overview</i>	<p>This is a very practical course looking at writing a Procedural Manuals as required for the Museum Accreditation scheme. In the morning session participants will examine the purpose and content of a Documentation Procedural Manual. In the afternoon, participants have the opportunity to start working on their own Procedural Manuals with help and support from the trainer.</p> <p>Topics covered include SPECTRUM, the Museum Accreditation Scheme, the benefits of a Procedural Manual and what to include.</p>
<i>Objectives</i>	<p>By the end of the course participants will have:</p> <ul style="list-style-type: none"> • considered the requirements of Museum Accreditation • understood the benefits of a Documentation Procedural Manual • Defined what a Procedural Manual should contain • Started work on their own Procedural Manuals
<i>Participants</i>	<p>This course is particularly suitable for:</p> <ul style="list-style-type: none"> • staff who are managing documentation systems in their museums • museums applying for Accre
<i>Training methods</i>	<p>This course will deliver the objectives using a mix of presentations, case studies, informal discussion and one to one consultancy.</p>
<i>Preparation</i>	<p>Participants must bring with them materials from their museums that they will need in preparing a Documentation Procedural Manual. For example:</p> <ul style="list-style-type: none"> • examples of forms such as MDA entry forms, transfer of title forms, exit forms, and any other in-house forms • a photocopy of an example page from the accession register • standard letters such as thank you letters to donors • plans of storage locations, lists of storage location names • labelling and marking guidelines • terminology lists • documentation policies • any existing written procedures
<i>Trainer</i>	
<i>Length of course</i>	1 day