

Top 5 Benefits for Online Policy Managers



Policy Manager Briefing: Online Policy Management – What Can I Expect?

These are the top 5 benefits customers have shared, and you can have by managing your policies online.

1. Central Location – Single Master Version – Instantly Locate Any Policy
2. Create and Send Access Codes
3. It Works – What Gets Measured Gets Done
4. Your Boss Will Love It
5. Costs Less Than ANYTHING You Are Doing Now

We use the term Policies. This can also refer to Procedures and may include a training and testing aspect to meet your requirements. Let's look at each of these in more detail

Central Location – Single Master Version – Instantly Locate Any Policy

Let's use a Professional Conduct policy that includes harassment prevention. It's a pretty important policy. Changes need to be made to the policy, how long does it take you to find the master copy of the document, any forms and supporting material? On average people spend 18 minutes looking for information that they thought was readily available. With Policy Magic all your documents, forms, and supporting video or PDF files are in one place, accessible as quickly as you can login, less than a minute.

Create and Send Access Codes

You know how much effort goes into setting up a training date, or a policy orientation session right? A lot! And you also know all the reasons (excuses) people give us why they can't attend. They lost the notification. They can't find the copy you sent them. That time doesn't work for them.

With Policy Magic you click one button (I love this button), "Create and Send Access Codes". The system displays a list of all the people you have that need to complete this policy review/training. I click on "Select All", then click "Send Access Codes". I can send 1, 10, 100 or 1,000 messages with their individual login to view the materials and sign off. And for the ones who "didn't get it" I can do it again in seconds.

It Works – What Gets Measured Gets Done

What you really care about is that the Policy is effective and you get 100% compliance right? It is amazing to see how effective this is. When employees are given an option to do this on their own schedule, online, self-paced, you get less resistance. When employees know you can monitor their actions, when they login, when they view the materials, and eventually when they sign off they decide to "Just Do It". They learn the materials, you get the compliance you need.

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Your Boss Will Love It

We all have someone we are accountable to. If you have an incident of harassment and the people involved have not been provided with training, reviewed the policy, and signed off on the Policy, you are not in a good spot. Imagine this scenario, one of your employees is involved in a serious case of harassment, the police are involved, the media is involved. Everyone wants to know how this could happen. When you can show that this person was provided with your harassment prevention training, acknowledged their understanding and signed off on an agreement to follow the policy; you are in much better spot than if you can't prove you did anything to prevent the incident.

Costs Less Than ANYTHING You Are Doing Now

We don't know what you are using so how can we be sure? In a recent survey we completed with CEO and other C-Level executives, not 1 person could say with certainty, that all of their people had signed off on all of their high risk policies. These were the policies that are there to prevent lawsuits. These are the policies that are there to prevent a work shutdown. These are the policies that are there to prevent criminal charges.

What we do know is that the cost of any one of these "failure to comply" situations is much greater than the investment you will make in setting up Policy Magic to manage your Policies.

Policy List		New	Edit	Depts	Pages	Questions	Access Codes	Acceptances
<input type="checkbox"/>	Code of Conduct Training							
<input type="checkbox"/>	Confidentiality and Intellectual Property Policy							
<input type="checkbox"/>	Customer Service Level 1							
<input type="checkbox"/>	Leasing Agreement Protocols							
<input type="checkbox"/>	New Employee Welcome and Orientation							
<input type="checkbox"/>	Professional Conduct							
<input checked="" type="checkbox"/>	Respectful Workplace - Harassment Prevention Policy							
<input type="checkbox"/>	Safe Driving							

Policy Acceptances				
Export Records				
Trainee	Department	Progress	Accepted	Accepted Date
Alan, Richard	Administration	<div style="width: 100%; background-color: green;"></div>	<input checked="" type="checkbox"/>	3/2/2011
Alan, Richard	Administration	<div style="width: 50%; background-color: red;"></div>	<input type="checkbox"/>	-
Andrews, Alex	Property Management	<div style="width: 50%; background-color: red;"></div>	<input type="checkbox"/>	-



Call Toll Free 1-877-425-5820 | www.policymagic.com | ★★★★★

Policy Magic is administered by SafeAndCertified.com

This is a snapshot from the system showing the signoff progress on one of your policies.

Want to see more, email to request the complete video slideshow this image is part of.

info@SafeAndCertified.com