Office Best Practice

The administration of a successful office is often taken for granted, however we all know that over the course of time things tend to be done 'the way they've always been done'.

With today's new technologies, it is particularly important to step back and review how we manage the operation of the office.

Running a successful business is a hard task in itself. The backbone of your organisation often needs a revamp to ensure that the latest time saving techniques are being used. If, within your organisation, you have had little exposure to other practices it can be difficult to see how change would be for the better.

Arrowscape brings the creative ideas that will help the admin office become stronger and more supportive to the organisation.

We can help your team become more efficient and improve the quality of service they offer, particularly in producing, creating, storing and managing documents.

Arrowscape staff have worked in office management roles in organisations from small companies to national industries, and have had great success implementing best practice with existing staff.

This tailored service could include an assessment of existing procedures and working practises, recommendations for improvement, a plan of action, the development of new procedures and best practice, project planning and individual training.

A fundamental part of this service will be the implementation of templates and house styles for documents and presentations, ensuring that a consistent design and image is projected throughout your organisation, without the need for individuals to 'reinvent their own wheels'.

The implementation of office best practice can include:

- Developing house styles and designing templates for documents and presentations

- Developing and implementing naming conventions for documents

- Creating libraries and document management systems

- Implementing version control

- Developing procedures to ensure common or repetitive tasks are undertaken in a standard way

- Implementing best practice ideas and concepts

- The effective use of the appropriate IT applications

- Measurement and evaluation of the service

- Training and Development plans

For further information, or to discuss any aspects of the services detailed above, don't hesitate to call Tony on 01527 455001 or see our web site at *www.arrowscape.co.uk*