

FAA INSTITUTE
How To Build A Better Policy & Procedures Manual Workshops
Fall 2010 Syllabus

Classes Are Held At FAA Institute In Buzzards Bay on Thursdays
Attendees Should Bring A Laptop Computer - (A Limited Number of Computers Are Available From FAA Contact Us In Advance)
Attendees Must Complete Homework Assignments Between Sessions
Total of Ten 4-Hour Workshops Available - Offers Up To 40 Hours of Policy & Procedure Development Assistance
Workshop Time is 9:00 AM to 1:00 PM
Program Runs From September 2010 To January 2011
Class Size Is Limited
Lead Instructor is Michael Daley (Todd Hassett & Other FAA Staff May Participate)

Master Level Includes all 10 Sessions With A Goal of Up To 3 Core Area P&P Statements
Master Level Fee = \$1,750 Includes 3 Master Templates, All Other P&P Development Material and Break Refreshments

Bachelor Level Includes 7 Sessions With A Goal Of Up To 2 Core Area P&P Statements
Bachelor Level Fee = \$1,250 Includes 2 Master Templates, All Other P&P Development Material and Break Refreshments

Associate Level Includes 4 Sessions With A Goal Of 1 Core Area P&P Statement
Associate Leel Fee = \$725 Includes 1 Master Template, All Other P&P Development Material and Break Refreshments

Additional Policy & Procedures Consulting Services Available To Attendees At Reduced Prices - Contact M Daley For Info

September 2010	Hours	
9/16/2010 Workshop Session 1 - 1/2 Day Seminar (Prerequisite)	4	
9/30/2010 Workshop Session 2 - Template #1 Development	4	
October 2010		
10/14/2010 Workshop Session 3 - Document #1 Development	4	
10/28/2010 Workshop Session 4 - Document #1 Completion	4	Associate Level Completed
November 2010		
11/4/2010 Workshop Session 5 - Template #2 Development	4	
11/18/2010 Workshop Session 6 - Document #2 Development	4	
December 2010		
12/2/2010 Workshop Session 7 - Document #2 Completion	4	Bachelor Level Completed
12/16/2010 Workshop Session 8 - Template #3 Development	4	
January 2011		
1/6/2011 Workshop Session 9 - Document #3 Development	4	
1/14/2011 Workshop Session 10 - Document #3 Completion	4	Master Level Completed
Total Hours:	40	

"We have adopted and complied with the Commonwealth of Massachusetts Board of Public Accountancy Rules and Regulations of Mandatory Professional Education for the Practice of Public Accountancy, and that our program is designed to qualify for 4.0 hours of CPE credit."