

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

Classes Are Held At FAA Institute In Buzzards Bay on Thursdays
Attendees Should Bring A Laptop Computer - (If Necessary, Limited Computers Are Available From FAA)
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 February 2010 Thru June 2010
Class Size Is Limited to 16 Participants
Lead Instructors Are: Michael Daley & Todd Hassett (Other FAA Staff Will 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 PAPM 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 PAPM Development Material and Break Refreshments

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

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

February 2010	Hours
2/25/2010 Workshop Session 1 - 1/2 Day Seminar (Prerequisite)	4
March 2010	
3/4/2010 Workshop Session 2 - Template #1 Development	4
3/11/2010 Workshop Session 3 - Document #1 Development	4
3/25/2010 Workshop Session 4 - Document #1 Completion	4
April 2010	
4/8/2010 Workshop Session 5 - Template #2 Development	4
4/29/2010 Workshop Session 6 - Document #2 Development	4
May 2010	
5/13/2010 Workshop Session 7 - Document #2 Completion	4
5/27/2010 Workshop Session 8 - Template #3 Development	4
June 2010	
6/3/2010 Workshop Session 9 - Document #3 Development	4
6/24/2010 Workshop Session 10 - Document #3 Completion	4
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".