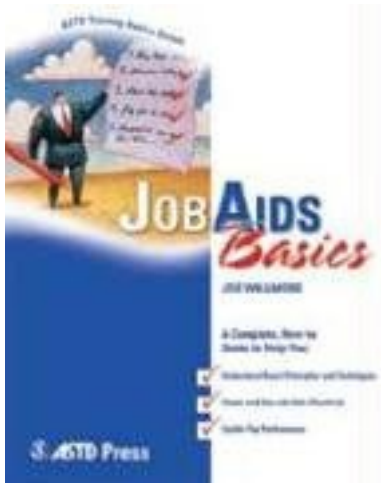


Job Aids Basics



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In time-pressured, resource-constrained times, getting the job done right the first time is more important than ever. This book provides practical advice on the creation and use of job aids and is written specifically for those who have little or no experience in developing job aids. Readers will find dozens of real world examples from building simple, but effective checklists to translating complex and confusing guideline documents to understandable and effect step-by-step directions anyone can follow. In addition to practical tools and guidelines, you find tips on testing and evaluating your job aid and help on avoiding common mistakes that waste valuable time.

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