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to good output performance It increases the efficiency and effectiveness of an organization Internal controls should be installed to ensure that products at every stage of the process are being checked for conformance Enforcement of the compliance to the procedures and internal controls that were implemented should also be available to ensure that the defined goals and objectives are met A good organization should stress on training for staff Such training should be structured in a way that it is geared towards equipping staff with the relevant skill sets and knowledge to perform their job Job skill matrix table could be put up to develop staff further and also serve as a tool for resource planning I cannot stress enough the importance of how a good proper strategic planning and implementation can contribute greatly to the success of an organization performance Due to this I have also included Business Continuity Planning as one of the criteria for organization excellence With the occurrence of natural disaster haze pandemic flu episode and any unexpected happening it warrants some form of planning to prepare the organization to systematically react in the event such occurrence is to happen As a value added service I have included a few Excel templates for some of the tools cover in this book in the website http pgi dscloud biz You will need to be a registered user in order to gain access to them They are listed as follows Fish Bone Diagram using Excel Moving Average using Excel Correlation using Excel Covariance using Excel Percentile using Excel Microsoft Excel 2013 Plain & Simple Curtis Pareto Chart using Excel Solver using Excel Goal Seek using Excel Frye, 2013-04-15 Get the guide that makes learning Microsoft Excel plain and simple This full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language You ll analyze manage and share information in more ways than ever 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