



**(SAMPLE) POSITION CONTRACT  
MANAGER OF DOCUMENTATION & TRAINING**

By and between **MANAGER OF DOCUMENTATION & TRAINING** (this position)

AND

**DIRECTOR OF PRODUCT DEVELOPMENT** (superior position).  
(See sample Org Chart on page 3.)

Subordinate functions of this position: Technical Writers  
Technical Trainers

**STRATEGIC OBJECTIVE**

**RESULTS INHERENT IN THIS POSITION:**

To provide the company with documentation and training for the company's products and to provide staff support to user departments in the form of consultation, research, writing and production of training and documentation materials.

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**WORK INHERENT IN THIS POSITION:**

**Strategic Work** toward the fulfillment of the following Tactical Objectives:

- a) To establish and maintain the process of developing technical documentation.
- b) To establish and maintain the process of developing technical training.

**Tactical Work as follows:**

- a) Plan and coordinate documentation and training projects.
- b) Work with the Product Manager(s) and Product Development Team.
- c) Conduct regular meetings with subordinate positions.
- d) Coordinate subordinate's work.
- e) Monitor project milestones and report progress to superior position.
- f) Etc.

- g) -----
- h) -----

**BEHAVIOR INHERENT IN THIS POSITION (STANDARDS):**

1. All work will be orchestrated and documented.
2. “Orchestration” means systematizing the technologies required to achieve all objectives.
3. “Documentation” means written technologies and policies.
4. Etc.
5. Etc.
6. Etc.
7. Etc.
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

Signing on behalf of **THIS POSITION** and agreeing to accept all its accountabilities is:

\_\_\_\_\_ DATE \_\_\_\_\_

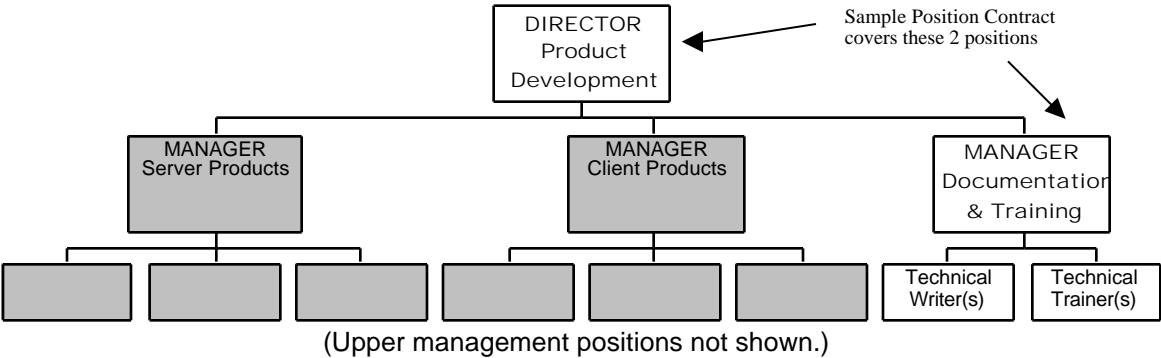
Signing on behalf of the **SUPERIOR POSITION** and agreeing to accept all its accountabilities is:

\_\_\_\_\_ DATE \_\_\_\_\_

**SENIOR MANAGEMENT SERVICES**

(Sample) Position Contract – Manager of Documentation & Training

Sample Chart



<http://www.SeniorManagementServices.com>