

Standard Operating Procedure (SOP) Development & Management

Duration: 5 Days

Language: en

Course Code: MG2 - 225

Objective

By the end of this training course, participants will be able to:

- Understand the strategic role of SOPs in organisational success.
- Develop clear, concise, and compliant SOPs tailored to specific processes.
- Apply industry best practices for SOP review, approval, and version control.
- Integrate SOPs into digital platforms and training systems.
- Ensure ongoing compliance through effective auditing and updates.

Audience

This course is ideal for:

- Operations managers and process owners.
- Compliance and quality assurance professionals.
- HR and training managers.
- Team leaders responsible for process documentation.

Training Methodology

The course combines expert-led presentations, real-world case studies, and interactive exercises. Participants will develop practical SOP frameworks and apply them to real scenarios, ensuring immediate workplace application.

Summary

This advanced training course is designed for professionals responsible for creating, implementing, and maintaining Standard Operating Procedures (SOPs) within their organisations. It provides an in-depth understanding of SOP structures, compliance requirements, best practices, and integration with digital tools. Participants will learn how to design SOPs that are clear, efficient, compliant, and adaptable to organisational changes.

By the end of the course, attendees will be able to standardise processes effectively, ensure quality control, and support operational excellence across departments.

Course Content & Outline

Section 1: Understanding SOPs

- Definition, purpose, and benefits of SOPs.
- Regulatory and industry compliance considerations.
- SOPs as a foundation for quality management systems.

Section 2: SOP Design & Structure

- Components of an effective SOP.
- Writing techniques for clarity and consistency.
- Visual aids, workflows, and formatting standards.

Section 3: SOP Implementation & Integration

- Approval processes and stakeholder involvement.
- Training employees on SOP use.
- Linking SOPs to digital tools, LMS, and knowledge bases.

Section 4: Monitoring, Auditing & Compliance

- SOP review schedules and triggers for updates.
- Auditing processes for compliance and effectiveness.
- Managing feedback and continuous improvement.

Section 5: Advanced Practices & Digital Transformation

- Digital SOP management systems and version control.
- Integrating SOPs into automation and AI-powered tools.
- Future trends in SOP design and governance.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

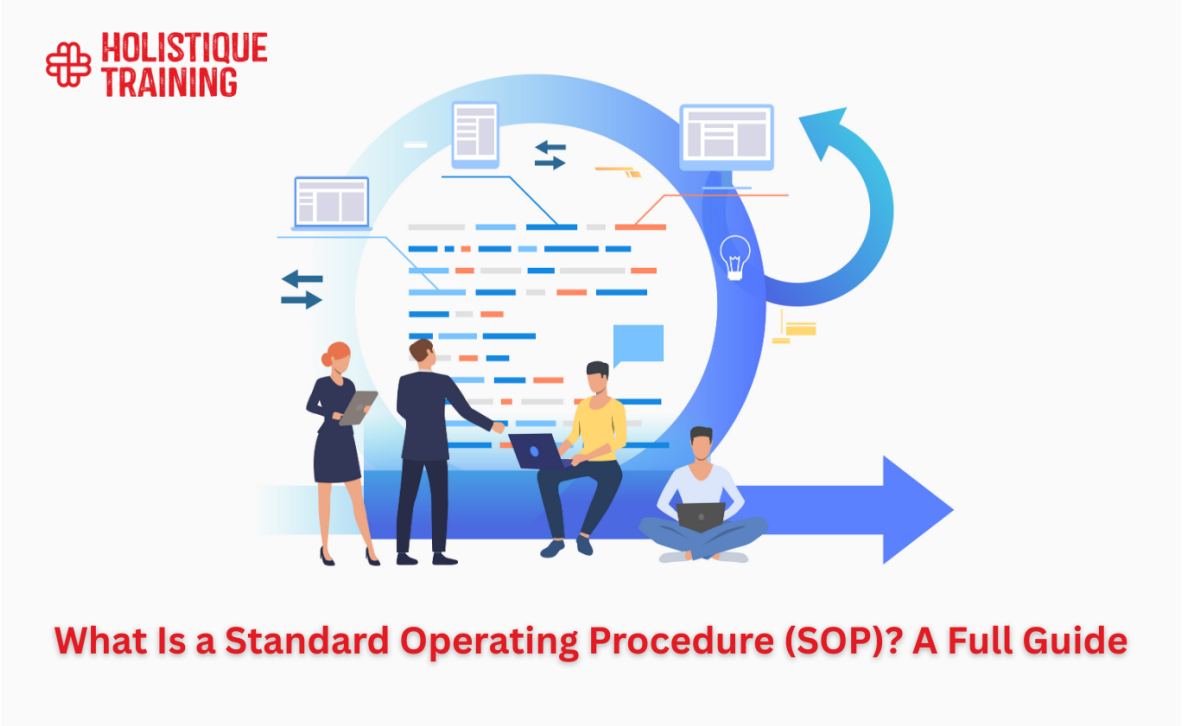
Categories

Management & Leadership, Project Management

Tags

Operational Excellence, SOP, Standard Operating Procedures

Related Articles



What Is a Standard Operating Procedure (SOP)? A Full Guide

Discover what a Standard Operating Procedure (SOP) is, why it matters, its benefits, and best practices to improve efficiency, compliance, and quality.