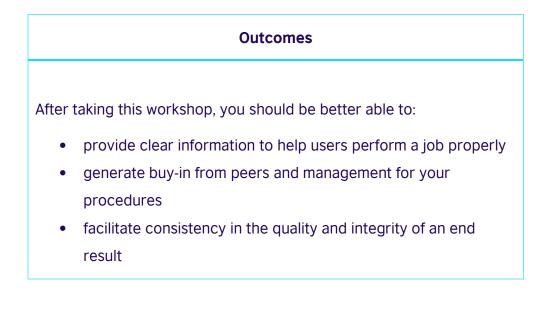# SOP Writing Skills

A well-written Standard Operating Procedure (SOP) ensures a quality and consistent result for your end-users. This highly practical workshop takes you through the POWER writing process for developing effective SOPs.

You will use a work-based case study to write an SOP and then receive peer and trainer feedback on your text.

Outcomes

After taking this workshop, you should be better able to:

- provide clear information to help users perform a job properly
- generate buy-in from peers and management for your procedures
- facilitate consistency in the quality and integrity of an end result

This workshop is for you if...

You need to write guidelines or instructions for the completion of routine tasks.

SOP Writing Skills – Course outline

Module	Module content
SOP fundamentals	• The purpose and benefits of SOPs • SOP writers and their responsibilities • An SOP writing process
Planning your SOP	• Content and formatting • Deciding on the level of detail • Understanding your target audience
Organising your SOP	• Task orientation • Narrative vs step procedure • Appendices, cover page and headers
Writing your SOP	• Using plain English • Being clear and concise • Conditional statements • Logic tables • Warnings, cautions and notes
Editing your SOP	• Using visual aids • Formatting and layout • Checking your grammar
Reviewing your SOP	• Revising your document • Testing and maintaining your SOP