



SOP WRITING COURSE OUTLINE

Our SOP Writing Course teaches professionals how to create clear, effective Standard Operating Procedures that meet industry standards.

Learn to structure, write, and format SOPs that enhance efficiency, reduce errors, and ensure consistency in operations. Learn how to break down complex processes into easy-to-follow steps, ensuring that your SOPs are both comprehensive and user-friendly. This skill is essential for maintaining compliance and consistency across all levels of an organization.

This course is available as an:

- **Online self-paced course for individuals and groups.**
- **Instructor-led virtual training for groups.**
- **Instructor-led onsite training for groups.**

Individual, detailed instructor feedback is included for every participant.

COURSE OBJECTIVES

- ✓ Learn how to logically structure information in an SOP.
- ✓ Ensure SOPs align consistently with industry regulations and standards.
- ✓ Eliminate the need for managers to rewrite procedure documents.
- ✓ Reduce time writing by at least 25% by streamlining writing process.
- ✓ Sweep away bloat, and write clearly and succinctly.
- ✓ Determine if and how to employ AI tools safely and effectively.
- ✓ Identify individual grammar and syntax issues and learn how to correct and avoid them.

COURSE INFORMATION

The first portion of the course addresses our **optimal six-step business writing process** for planning, writing, and editing SOPs: How to tailor information to your industry and processes, write efficiently, organize information, and ensure consistency in operations.

The second portion of the course explains each of those steps in depth applied to SOPs, combined with practice and feedback. **Participants complete writing exercises to hone the skills learned and receive detailed, individualized instructor feedback on their actual writing.**

The third portion of the course teaches how to polish **language and style**. Learn to write succinctly and clearly, emote a factual and professional tone, format for easy reading, and use correct grammar and punctuation.

RESOURCES INCLUDED

- Optimal 6-Step Process Diagram
- Reader Focus Sheet
- Editing Checklist
- Incorporating AI Tools
- Headings Examples With and Without Formatting
- *Clarity in Business Writing Guide*
- Sentence Polish Checklist
- Grammar Correction Guide
- List of Recommended Tools
- Ongoing resource - *Writing for Business Monthly Newsletter*

COURSE OUTLINE

Getting Started

- Meet Your Instructor and Support Team
- Share Your Specific Course Goals

Lesson One: 6 Steps to Effective SOP Writing

- Introduction: Preparing to Write
- The Optimal 6-Step Process for Effective SOP Writing Explained

Lesson Two: Definition and Structure of SOPs

- Definition and Importance of SOPs in Organizations
- SOP Benefits: Consistency, Efficiency, Compliance, and Training
- Typical Structure of an Effective SOP
- SOP Structure Example
- Common SOP Challenges

Lesson Three: Analyze Your Audience and Start Your SOP

- Ready, Fire, Aim? No!
- Different Approaches to Planning All Documents
- Benefits and Dangers of Templates Illustrated
- Avoiding Writer's Block
- Quiz
- Practice Assignment - Define the Audience for Your SOP
(includes detailed instructor feedback)

Lesson Four: How to Plan and Organize an SOP

- Incorporating AI Tools
- SOP Content and Tiering
- Example: Sample Process
- Practice Assignment - Submit Your SOP Concept Map or Outline
(includes detailed instructor feedback)

COURSE OUTLINE CONTINUED

Lesson Five: Formatting, Storing, Accessing, and Using Your SOPs

- Typical SOP Format Structures
- Step-by-Step Format
- Hierarchical (Detailed) Format
- Flowchart Format
- Narrative (Descriptive) Format
- Hybrid Format
- Draft Your SOP

Lesson Six: Style, Organization, and Presentation

- Overall Format Considerations
- Choose the Right Title
- Using Visuals and Graphics Appropriately
- Graphical Integrity

Lesson Seven: Clarity

- How to Hone Clarity
- Active Voice vs. Passive Voice
- Expletive Constructions
- Put the What Before the Why in a Sentence
- Quiz

Lesson Eight: Neutral Tone and Effective Word Choice

- Write with Confidence
- Neutral Tone is Best in Technical Writing
- Eliminate Jargon
- The Power of Short Words
- Reader-Focused Wording

COURSE OUTLINE CONTINUED

Lesson Nine: Grammar and Syntax

- How to Easily Fix Grammar
- *Grammar Correction Guide*
- Proofreading Tips for SOPs
- Instructional Solutions' Grammar and Writing Tools

Lesson Ten: Final SOP & Live Coaching Session

The self-paced version of this course concludes with a live one-on-one coaching session with your instructor to review your final SOP.

Instructor-led group courses conclude with detailed resources and individual written feedback on a recently written procedure document.

INDIVIDUALS

If you are an individual ready to become a stronger SOP writer, get started today.

ENROLL NOW

GROUPS

Let's discuss your goals to determine the best training solution.
Volume discounts apply.

CONTACT US