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www.worldclasstraining.org

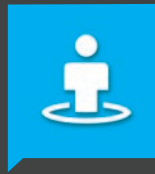


LEARN HOW TO WRITE
**STANDARD
OPERATING
PROCEDURES
(SOPs)**



DATE / TIME

Thu., May 4, 2017
Tue., June 6, 2017
8:30 AM - 4:30 PM



LOCATION

May 4 - Weslaco, TX
June 6 - McAllen, TX



COST

Only \$249.
*(Includes all instructional materials,
refreshments and .7 CEUs)*


WE CAN HELP

- Do you lack SOPs?
- Do you have outdated SOPs?
- Do you have to repeatedly remind employees what to do?
- Want an employee to be able to step right into a new job and know what to do by following your SOP?
- Want to retain employee knowledge by documenting what they know?

WHAT WE WILL COVER

- ✓ Value and purpose of SOPs
- ✓ SOP formats and content
- ✓ The SOP writing process
- ✓ Organizing material into a logical SOP structure
- ✓ Testing and maintaining SOPs

HOW TO REGISTER

 www.worldclasstraining.org
 (956) 504-9287