

LEARN HOW TO WRITE

STANDARD OPERATING PROCEDURES (SOPs)



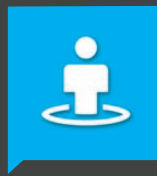
Register Today!

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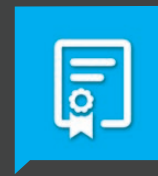
DATE / TIME

Thursday, Sept. 7, 2017
9 AM - 4 PM



LOCATION

Holiday Inn San Marcos
105 Bintu Drive
San Marcos, TX 78666



COST

Only \$299.
*(Includes all instructional materials,
refreshments and .6 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- Do you have outdated SOPs?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



**SOUTH TEXAS
COLLEGE**