

# SOP Best Practices Training Class

If you are engaged in a training or performance improvement initiative that involves procedure development — and want to do it right — then this webinar is for you.

Learn from COMPROSE experts how to develop clear operating procedures you can manage with, train from, and that regulators love.

This is a 90-minute teleconference one of our certified Process Coaches will show you proven strategies and tips for avoiding common mistakes and making sure your procedures are user-friendly and effective.

## What we cover (Topics):

- How to avoid common mistakes that make procedures overly-complex and confusing
- The difference between process, policy, procedure and why you should avoid mixing them together
- Important considerations for web delivery
- The essential components every procedure should have
- The Rule of 7 technique for mapping out procedure steps and actions
- Tips for handling conditional steps
- The true test every procedure must pass to be effective
- Tips for slashing development and maintenance time

## How it works

We will coordinate scheduling based on session availability to arrange a mutually convenient time.

One week prior to the scheduled session, you may submit samples of existing materials for your Coach to review and incorporate into the discussion.

At the scheduled time, attendees can dial our teleconference number to hear the audio portion. To see presentation slides, participants log on to an internet site. Logon instructions will be provided via email.

The session includes one hour presentation followed by up to 30 minutes of free-form Questions and Answers.

Your Coach will coordinate all arrangements with your team coordinator.

SOPS are so clear anyone can follow them and achieve the expected result!



## INTENDED AUDIENCE

- Supervisors, Project Managers, Consultants
- Trainers, Compliance Officers
- Business Analysts
- Policy and Procedure Analysts

*Note: This webinar teaches basic concepts that can be applied with any technology. You do not have to be a Zavanta customer to benefit.*

## PRICING

\$495 / session  
(unlimited # of attendees)

## COMPROSE

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