



## **Course Syllabus**

### **Standard Operating Procedure (S.O.P) Training**

In this course you will learn about standard operations – a technique for standardising the way in which work is carried out – which will enable you to be more productive and make your work easier and safer. You will consider all elemental aspects of the work activity & adopt a standardised approach to how that work is carried out.

This course is suitable for Operators, Team Leaders and Supervisors alike.

By the end of the session candidates will be able to:

- Explain what a Standard Operating Procedure/ Standard Operation is (Best current method)
- Explain why standardisation is important (Safety, quality)
- Write a Standard Operating Procedure/ Standard Operation (Elemental analysis of the work activity)
- Explain the benefits of the Standard Operating Procedure/ Standard Operation (Workplace standardisation)

An in-house certificate of attendance will be awarded to all candidates who successfully complete the course.

### **Next Step?**

Contact our Learning & Development team at Aspen Wolf Ltd on 0191 581 1000 to discuss your specific training requirements.