

Simple SOP Template Example

SOP No.	Author	Issue Date	Version	Revision Date
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Employee Training Process

Purpose

x	To provide a consistent process for training employees on required job skills, company policies, and compliance requirements. ensuring employees are competent and confident in their roles.
	To ensure employees are competent and confident in their roles.

Scope

x	This SOP applies to all employees who require initial or ongoing training as part of their job responsibilities.

Roles / Responsibilities

x	HR Department: Tracks training requirements, maintains training records, and schedules company-wide training sessions.
	Supervisors/Managers: Identify training needs, ensure employees attend sessions, and follow up on progress.
	Employees: Attend training sessions, complete required learning materials, and demonstrate skills learned.

SOP Instructions

x	Identify training needs (compliance, role-specific, or skills development).
	Schedule training session(s) and notify employees.
	Prepare materials (manuals, slides, equipment, or e-learning modules).
	Conduct training session(s) in-person or online.
	Assess employee understanding (quizzes, demonstrations, or evaluations).
	Record training completion in HR system.
	Schedule follow-up or refresher sessions as needed.
	Identify training needs (compliance, role-specific, or skills development).
	Schedule training session(s) and notify employees.

If In Doubt – Ask Your Supervisor

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