**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Simple SOP Template Example**

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| --- | --- | --- | --- | --- |
| SOP No. | Author | Issue Date | Version | Revision Date |
| HR-001 | Aviv Perez, Training and Development Coordinator | MM/DD/YY | 001 | MM/DD/YY |

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. |
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Scope

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

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| **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. |
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SOP Instructions

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| --- | --- |
| **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. |

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| **If In Doubt – Ask Your Supervisor** |

**Simple SOP Template**

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| SOP No. | Author | Issue Date | Version | Revision Date |
|  |  |  |  |  |

SOP Title

Purpose

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| **x** |  |
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Scope

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Roles / Responsibilities

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SOP Instructions

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| **If In Doubt – Ask Your Supervisor** |

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