**Simple SOP Template Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |
|  |  |
|  |  |
|  |  |

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** |

**Simple SOP Template**

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

SOP Title

Purpose

|  |  |
| --- | --- |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |

Scope

|  |  |
| --- | --- |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Roles / Responsibilities

|  |  |
| --- | --- |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

SOP Instructions

|  |  |
| --- | --- |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |