Suggested Lecture Plan

Writing High-Quality Standard Operating Procedures
A Practical Course to Upgrade Your SOP Writing Skills

Pharmaceutical, biotechnology and life-sciences companies rely on standard operating procedures (SOPs) to ensure the quality and safety of their products and services. From cleaning a machine to running a production process to testing a product, SOPs guide all critical processes.

Paradoxically, in many cases, SOPs themselves lack quality. Containing important technical instructions, SOPs are often wordy, confusing and complicated, thereby increasing quality and compliance risk for the organization.

Suggested:	**Session**	**Video lecture** *(mins)*	**Exercises** *(mins)*	**Session duration** *(mins)*
Day 1	**Introduction**	24	5-7	**30**
	1. Defining High-Quality SOPs	11	5-7	**20**
Day 2	**2. Creating Right Content Structure**	43	10	**60**
Day 3	**3. Following the Right Process**	25	20	**45**
Day 4	**4. Applying Best Writing Practices**	i) 36	70	**150**
Day 5		ii) 19		
Day 6		iii) 16		
Day 7		iv) 13		
Total:		3 hours	2 hours	**5 hours**