



"دليل تطوير وإدارة الإجراءات التشغيلية القياسية (SOP)"

بشكل فعال

Duration: 5 Days

Language: ar

Course Code: MG2 - 225

Objective

:By the end of this training course, participants will be able to

- .Understand the strategic role of SOPs in organisational success •
- .Develop clear, concise, and compliant SOPs tailored to specific processes •
- .Apply industry best practices for SOP review, approval, and version control •
- .Integrate SOPs into digital platforms and training systems •
- .Ensure ongoing compliance through effective auditing and updates •

Audience

:This course is ideal for

- .Operations managers and process owners •
- .Compliance and quality assurance professionals •
- .HR and training managers •
- .Team leaders responsible for process documentation •

Training Methodology

The course combines expert-led presentations, real-world case studies, and interactive exercises. Participants will develop practical SOP frameworks and apply them to real scenarios, ensuring immediate workplace application.

Summary

This advanced training course is designed for professionals responsible for creating, implementing, and maintaining Standard Operating Procedures (SOPs) within their organisations. It provides an in-depth understanding of SOP structures, compliance requirements, best practices, and integration with digital tools. Participants will learn how to design SOPs that are clear, efficient, compliant, and adaptable to organisational changes.

By the end of the course, attendees will be able to standardise processes effectively, ensure quality control, and support operational excellence across departments.

Course Content & Outline

Section 1: Understanding SOPs

- Definition, purpose, and benefits of SOPs
- Regulatory and industry compliance considerations
- SOPs as a foundation for quality management systems

Section 2: SOP Design & Structure

- Components of an effective SOP
- Writing techniques for clarity and consistency
- Visual aids, workflows, and formatting standards

Section 3: SOP Implementation & Integration

- .Approval processes and stakeholder involvement •
- .Training employees on SOP use •
- .Linking SOPs to digital tools, LMS, and knowledge bases •

Section 4: Monitoring, Auditing & Compliance

- .SOP review schedules and triggers for updates •
- .Auditing processes for compliance and effectiveness •
- .Managing feedback and continuous improvement •

Section 5: Advanced Practices & Digital Transformation

- .Digital SOP management systems and version control •
- .Integrating SOPs into automation and AI-powered tools •
- .Future trends in SOP design and governance •

Certificate Description

عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من Holistique Training. وبالنسبة للذين يحضرون ويكمرون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية (e-Certificate) من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training تقدم شهادات ISO 29993 أو ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمرة.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة CPD ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة.

Categories

القيادة والإدارة، إدارة المشاريع

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Discover what a Standard Operating Procedure (SOP) is, why it matters, its benefits, and best practices to improve efficiency, compliance, and quality