London TDM

Quality and Productivity Improvement Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 24 May 2026 To 28 May 2026

Course Place: Royale Chullan Hotel

Course Fees: 6,000 USD

Introduction

The "Documentation and Standard Operating Procedures (SOPs)" course is designed to equip professionals with the skills needed to create, manage, and implement effective documentation practices and SOPs in their organizations. This course will enhance participants' abilities to streamline processes, ensure compliance, and improve organizational efficiency through best practices in documentation.

Objectives
- Understand the importance and benefits of effective documentation and SOPs.
- Learn the process of creating clear and concise documentation and SOPs.
- Develop skills to implement SOPs in various organizational settings.
- Acquire techniques for maintaining and updating documentation and SOPs.
- Enhance the ability to train personnel in following SOPs.

Course Outlines

Day 1: Introduction to Documentation and SOPs

- Overview of documentation and SOPs
- Importance of documentation in organizations
- Components of effective SOPs
- Case studies: Success stories of SOP implementation
- Interactive session: Identifying existing gaps in documentation

Day 2: Creating Effective Documentation

- Principles of clear writing and communication
- Structuring documents for clarity and impact
- Tools and software for document creation
- Practical exercise: Drafting a basic SOP
- Peer review session: Providing constructive feedback

Day 3: Implementing and Managing SOPs

- Steps for successful SOP implementation
- Training employees to follow SOPs
- SOP compliance and monitoring techniques
- Workshop: Creating an implementation plan for an SOP
- Group discussion: Overcoming implementation challenges

Day 4: Maintaining and Updating Documentation

- Importance of regularly updating documents
- Version control and management systems
- Strategies for continuous improvement in documentation
- Case study: Adjusting SOPs in dynamic environments
- Hands-on session: Revising and updating an existing SOP

Day 5: Advanced Topics and Best Practices

- Integrating SOPs with digital systems and platforms
- Advanced documentation techniques for complex processes
- Global standards and certifications in documentation
- Round table: Sharing best practices and tips
- Final project presentations: Developing a comprehensive SOP