

Webinar on

Writing and Revising SOPs for Increased Operational Efficiency

Learning Objectives

- *What is an SOP?*
- *Ways to structure systems of SOPs*
- *Examples of sections to include in an SOP*
- *Do what you say and say what you do*
- *Internal self-consistency, consistency when referencing other documents*
- *Tips for clear written communication*
- *Engaging stakeholders during the process at all levels of the organization*
- *Actively listening*



Areas Covered

- Organizational culture's role in the success*
- SOP authorship, reviewers, and approvers*
- Training on new SOPs and revisions*



This webinar will highlight important fundamental knowledge for writing effectively in the context of clear, concise, effective Sops. This webinar will also help focus on an efficiency mindset that can lead to operational gains without sacrificing quality.

PRESENTED BY:

Rob MacCuspie, Ph.D. has 20 years of experience in nanotechnology research, NanoEHS, and responsible commercialization of nano-enabled products. Over a decade working in government and industry with FDA and EPA regulated environments.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

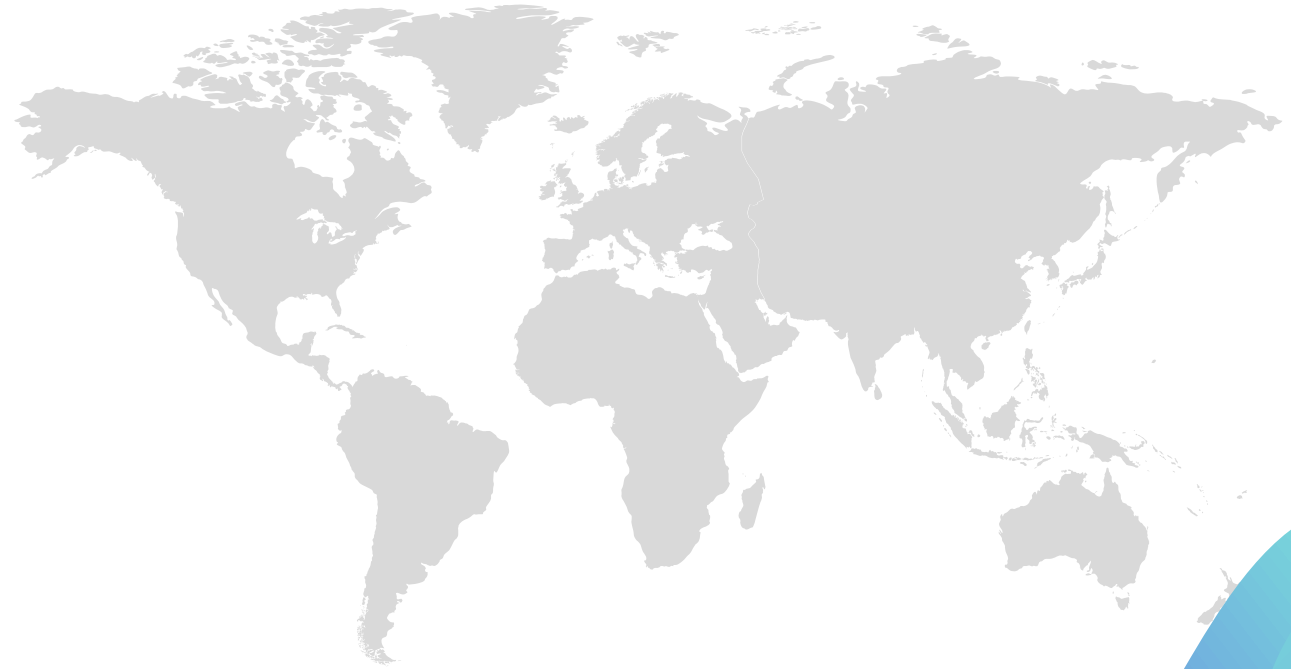
This webinar will highlight important fundamental knowledge for writing effectively in the context of clear, concise, effective SOPs. This webinar will also help focus on an efficiency mindset that can lead to operational gains without sacrificing quality.

This webinar will discuss how to more effectively write and revise standard operating procedures (SOPs) with a focus on increasing operational efficiencies.



Who Should Attend ?

Product Development Managers
Manufacturing Managers
Operations Directors
R&D Directors
Safety or EH&S Officers
Risk Management Officers
Staff Scientists
Formulation Scientists
Analytical Chemists
Quality Systems Director
Quality Assurance Manager
Quality Control Supervisor
Laboratory Manager



Why Should You Attend ?

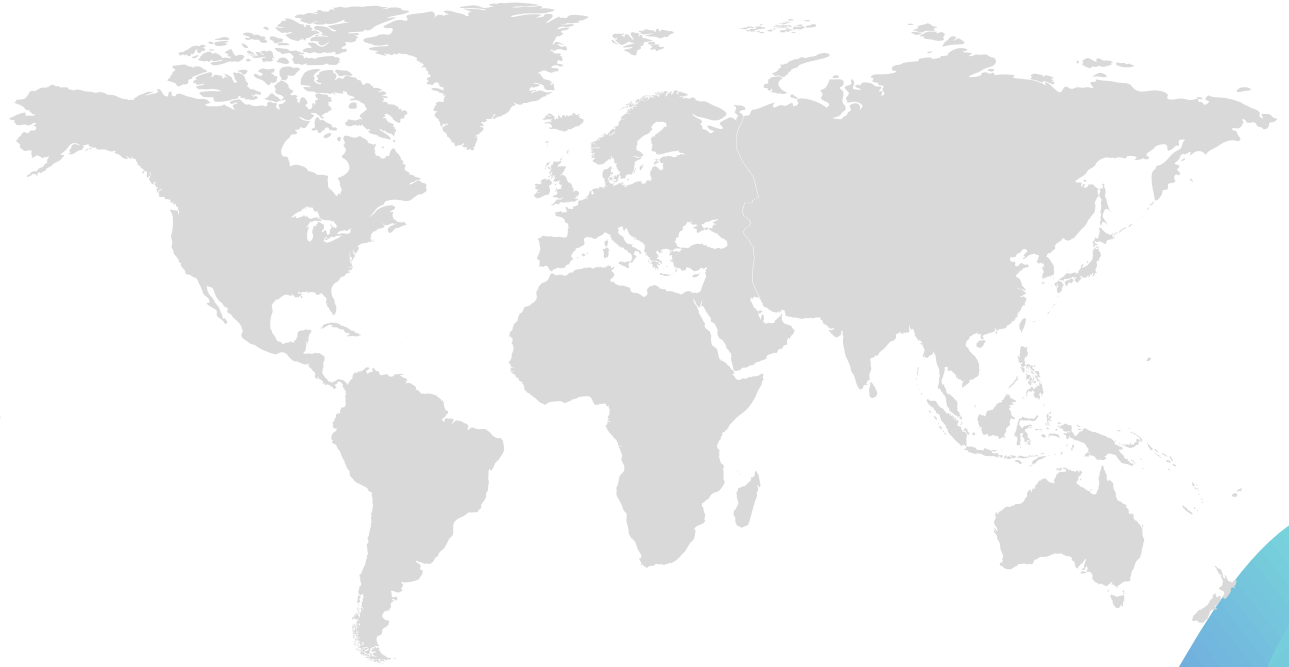
Are new staff confused during training on your SOPs?

Do you have too many SOPs?

Do some SOPs give directions that conflict with directions from other SOPs?

Are you writing up deviations far too often?

Do you have some SOPs that just plainly don't make sense?



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