

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



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

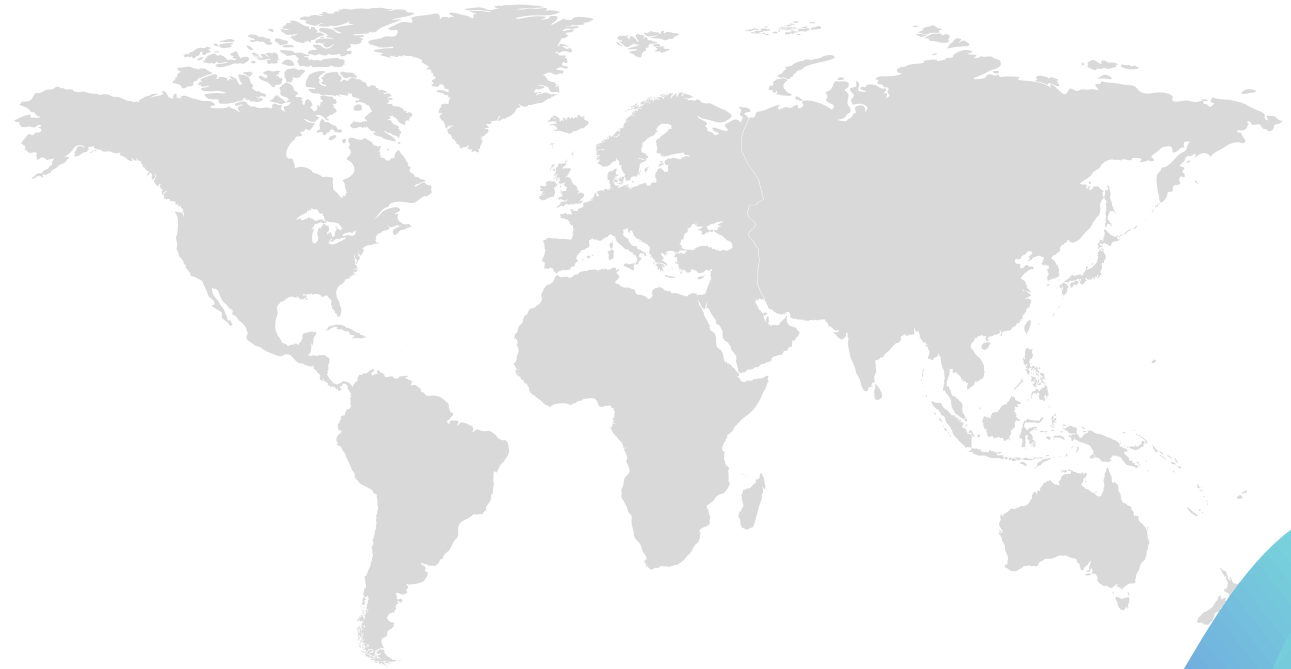
Analytical Chemists

Quality Systems Director

Quality Assurance Manager

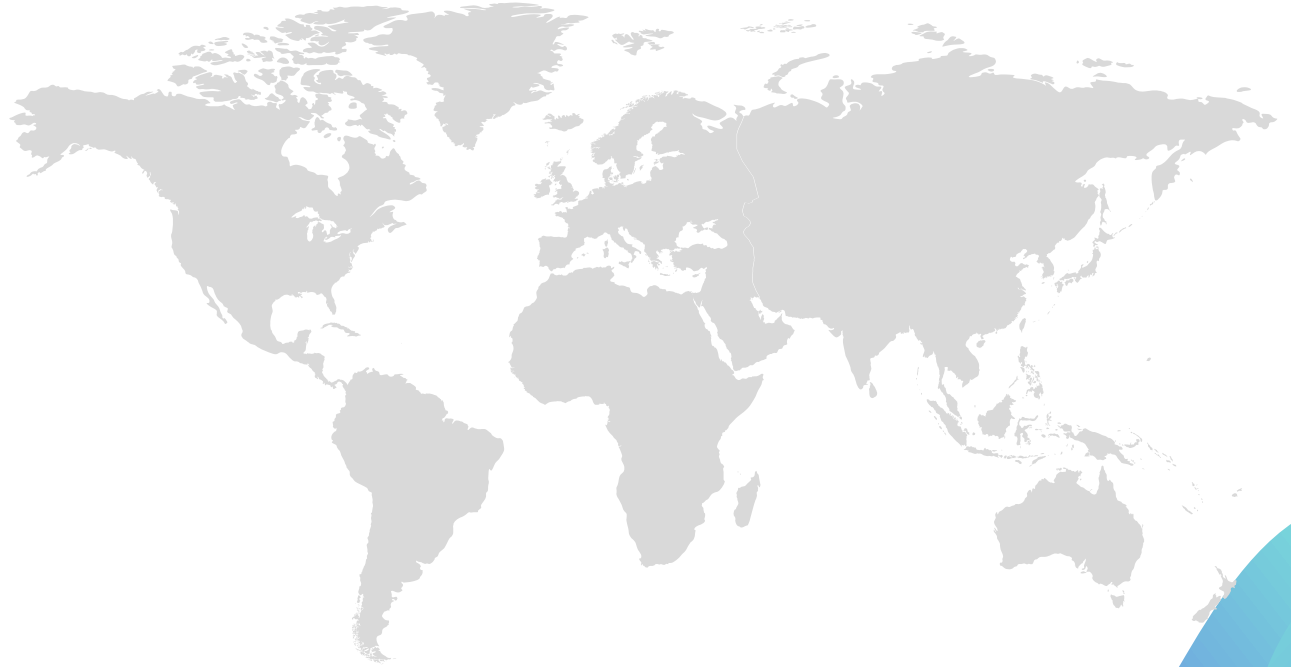
Quality Control Supervisor

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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