C O N T E N T A L I V E

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Writing Clear, Concise and Effective Standard Operating Procedures (SOPs)

½ Day Workshop for Pharmaceutical Industry Professionals

Synopsis

For quality and compliance, all pharmaceutical companies strive to produce clear, concise and effective Standard Operating Procedures (SOPs). From cleaning a machine to running a production process to testing a product, SOPs guide all critical processes. With direct impact on a company's quality, reliability and compliance, SOPs play a critical role in a pharmaceutical company's operations.

But typically, many SOPs are not well written, and are too complex and unclear to be totally effective. This in turn increases the quality and compliance risks. Even though SOPs play a critical role, many pharmaceutical industry professionals are not equipped with the necessary skills to write effective SOPs.

This half-day workshop aims to equip pharmaceutical industry professionals with (a) a proven process for writing effective SOPs and (b) the best practices in writing SOPs.

Key learning objectives

By participating in this workshop, you will learn the following:

1. **Quality:** What are the key features of a well-written, effective SOP?
2. **Process:** What process should you follow for writing an SOP?
3. **Best practices:** How to apply the best practices in writing effective SOPs?

Target audience

- Professionals from the pharmaceutical industry who write SOPs
- Class size: 15-20 participants

Duration

- 1/2-day workshop (8:45 am – 12:30 pm)

Workshop outline

Module 1: Well-written, effective SOPs

- Qualities of well-written, effective SOPs

Module 2: 3-step process for writing an effective SOP

- Know your audience, define purpose, create outline, research
- Write first draft
- Review, test, revise, approve, train, maintain

Module 3: Best practices for high-quality SOPs

- Write clear, informative headings
- Use active, imperative style
- Ensure parallel phrasing
- Use positive phrases
- Be concise
- Use acronyms and abbreviations with care
- Reader-friendly formatting

Programme

Time	Contents
8:45-9:00 am	Registration
9:00-9:15 am	Introduction
9:15-10:30 am	Modules 1 & 2
10:30-10:45 am	*Coffee break*
10:45-12:30 pm	Module 3

Training materials

1. A training manual providing description of key principles, examples, case studies, tips and exercises.

2. Hand-outs (PDF) of PowerPoint slides.

3. Certificate of Attendance

Trainer's profile

Atul Mathur is a technical writer with over 100 writing projects to his credit and more than 10 years of association with the pharmaceutical industry.

He has conceptualized, written and edited wide variety of technical documents, which include specifications, technical reports, test protocols and procedures. His articles have been published in technical journals and newspapers.

As an engineer, he has also been involved in the design, construction and commissioning of several pharmaceutical projects.

He is also a certified trainer and has been a guest speaker at several conferences and workshops organized by the International Society for Pharmaceutical Engineering (ISPE).

Atul holds a master's degree in engineering from IIT Kanpur, India, and an Advanced Certificate in Training and Assessment (ACTA) from Singapore.

For more information, visit: www.atulmathur.com

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