

Standard Operating Procedure

Title: How to Write Training Materials

3.5. Training Points / Methods:

Here you will write down how you plan to actually conduct the session. For example:
DEMONSTRATE the way to switch the photocopier on. Have the trainee switch the photocopier on.

You SHOULD NOT write task instructions here, but should reference the relevant SOP and have this handy during the session.

3.6. Assessment sheet

This sheet lists the specific things the trainee will be able to do as a result of the training, including any performance criteria. Assessment will not normally take place directly after training.

3.7. Training Record Sheet (used where record is required of a formal session, e.g. classroom)

This should be completed to indicate that the trainee has attended training and completed any appropriate review activities. Upon completion, this should be filed in the trainee's file.

A Training Practice Log **FM-0307** is also available for use to keep track of practice of skills. After successful assessment this should also be forwarded to the trainee's file with the assessment sheet.

4. Step Four:

Follow **SOP QMS-015** to have this documented correctly.
For revisions, please also refer to this SOP.

5. Summary of Changes

Version #	Revision History
QMS-100	New