

# “How and Why to Write SOPs” Workshop

## Agenda

Instructor: Erika Schwender or Lori Zboralski

<b>Time</b>	<b>Material Covered</b>
8:00	Welcome & Intro to Workshop
8:20 AM	Why do we need SOPs
8:50 AM	General Components of SOPs - Recommendations for SOPs
09:45 – 10:00	Break
10:00 AM	Components of SOPs
11:00 AM	Types of SOPs
12:30 - 1:00	Lunch
1:00 PM	Best practices for writing SOPs
2:30 – 2:45 PM	Break
2:45 PM	Best practices for writing SOPs & SOP exercises
4:00 PM	Adjourn