



# “Standard Operating Procedures - Best Practices” Workshop

LIVE ONLINE

## Agenda

Instructor:

Lori Zboralski

Time	Material Covered
8:00 AM	Welcome & Intro to Workshop
8:05 AM	Why do we need SOPs
8:30 AM	Types of SOPs
9:00 AM	Manufacturer's Manual / Analytical Method vs SOP
9:30 – 9:45	Break
9:45 AM	What should you address in an SOP
10:00 AM	Drafting your SOP Best Practices
11:15 PM	Adjourn

Copyright Professional Training Association 2024

Attendance will be monitored by instructor using visual presence, voice Q&A, polls, and surveys. Supporting documentation is available upon request.