SOP Template: Regular Staff Training and Compliance Monitoring

This SOP details the process for **regular staff training and compliance monitoring**, covering the scheduling and delivery of training sessions, assessment of staff competency, tracking of training attendance, and ongoing compliance checks to ensure adherence to company policies and regulatory requirements. The goal is to maintain a well-informed workforce, enhance performance, and ensure consistent compliance with organizational standards and legal obligations.

1. Purpose

To establish a standardized process for scheduling, delivering, and monitoring regular staff training, and for ensuring ongoing compliance with internal policies and regulatory requirements.

2. Scope

This SOP applies to all employees and management responsible for organizing, facilitating, attending, and monitoring training and compliance activities within the organization.

3. Responsibilities

- **HR Department:** Coordinates training programs, maintains training records, and ensures compliance monitoring.
- **Department Managers:** Identify training needs, nominate staff for programs, monitor attendance, and support compliance reviews.
- **Employees:** Attend scheduled training, complete assessments, and adhere to compliance standards.
- **Compliance Officer:** Conducts regular compliance checks and reports findings to management.

4. Procedure

1. **Training Needs Assessment**
   - HR and Department Managers assess skills gaps and determine training needs annually or as required.
2. **Training Schedule Development**
   - HR prepares and publishes a training calendar every quarter.
3. **Training Delivery**
   - Conduct training sessions as per the schedule (in-person or online).
   - Record attendance using sign-in sheets or digital logs.
4. **Competency Assessment**
   - Participants complete post-training assessments (quizzes, practical evaluations, etc.).
   - HR/Managers review results to determine competency levels.
5. **Attendance and Record Keeping**
   - HR maintains updated training and attendance records for all employees.
6. **Compliance Monitoring**
   - Compliance Officer conducts regular audits to ensure policies and procedures are followed.
   - Report compliance gaps and recommend corrective actions.
7. **Continuous Improvement**
   - Review feedback from training and compliance checks at least annually to update processes as needed.

5. Documentation

- Training Needs Assessment Forms
- Training Calendar/Schedule
- Attendance Logs/Records
- Assessment Results
- Compliance Audit Reports

6. Review and Update

This SOP will be reviewed annually or as needed to ensure continued effectiveness and compliance with regulatory

changes.

7. Revision History

Version	Date	Description	Author
1.0	2024-06-05	Initial SOP creation	HR/Compliance Team