

Standard Operating Procedure (SOP): Development and Approval of Training Materials

Effective Date: [Insert Date]
Version: 1.0
Prepared by: [Name/Department]
Approved by: [Approver Name/Title]

1. Purpose

This SOP details the **development and approval of training materials**, covering the creation, review, and validation processes to ensure accuracy, relevance, and compliance with organizational standards. It includes identifying training needs, drafting content, conducting expert reviews, obtaining necessary approvals, and maintaining updated documentation to support effective and consistent training delivery.

2. Scope

This procedure applies to all employees responsible for designing, developing, reviewing, and approving training materials within [Organization Name].

3. Responsibilities

- Training Coordinator:** Oversees the process, identifies training needs, and coordinates development efforts.
- Content Developer:** Drafts and updates training materials.
- Subject Matter Expert (SME):** Reviews content for technical accuracy and relevance.
- Approver (Manager/Compliance):** Provides final review and approval for release.
- Document Control:** Maintains and archives approved materials.

4. Procedure

Step	Activities	Responsible	Documentation
4.1 Identify Training Need	Assess and document training requirements based on gap analysis, regulatory updates, or business needs.	Training Coordinator	Training Needs Assessment Form
4.2 Draft Training Materials	Create initial draft of materials (manuals, presentations, guides, etc.).	Content Developer	Draft Training Material

Step	Activities	Responsible	Documentation
4.3 SME Review	Review draft for technical accuracy, relevance, and completeness. Provide feedback and revisions as needed.	Subject Matter Expert	SME Review Comments
4.4 Quality and Compliance Review	Check for compliance with organizational standards, policies, branding, and regulations.	Training Coordinator/Compliance	Review Checklist
4.5 Final Approval	Approve finalized material for distribution and training delivery.	Approver	Approval Record
4.6 Version Control & Distribution	Assign version, archive superseded documents, and distribute approved material to end-users.	Document Control/Training Coordinator	Version Control Log, Distribution List
4.7 Periodic Review & Update	Schedule regular review of materials to ensure they remain current and relevant. Update as required.	Training Coordinator/SME	Review Schedule, Update Log

5. References

- Organizational Training Policy
- Document Control Policy
- Regulatory/Compliance Guidelines (if applicable)

6. Appendices

- Appendix A: Training Needs Assessment Template
- Appendix B: Training Material Review Checklist
- Appendix C: Approval Form