

# SOP: Scheduling and Documentation of Training Sessions

This SOP details the **scheduling and documentation of training sessions**, encompassing the planning and coordination of training schedules, registration and attendance tracking, preparation of training materials, documentation of session content and outcomes, evaluation and feedback collection, and record-keeping for compliance and future reference. The objective is to ensure effective training management that supports employee development and organizational compliance.

## 1. Purpose

To outline standardized procedures for the scheduling, delivery, documentation, and evaluation of training sessions to ensure effective employee development and compliance with organizational requirements.

## 2. Scope

This SOP applies to all employees involved in the coordination, delivery, or participation in organizational training sessions.

## 3. Responsibilities

- **Training Coordinator:** Oversees scheduling, documentation, and communication.
- **Trainers/Facilitators:** Prepare materials, deliver content, document outcomes.
- **Participants:** Register, attend, and provide feedback.
- **HR/Compliance:** Maintain training records and audit compliance.

## 4. Procedure

- 1. Planning and Scheduling**
  - Identify training needs and target audience.
  - Determine dates, times, and locations (virtual or in-person).
  - Coordinate with trainers, facility managers, and IT (as needed).
  - Publish training schedules in advance on internal calendar/platform.
- 2. Registration and Attendance Tracking**
  - Open registration and communicate session details to participants.
  - Confirm registrations and maintain an attendee list.
  - Take attendance during sessions using sign-in sheets or digital tools.
- 3. Preparation of Training Materials**
  - Develop or update training content, handouts, and presentations.
  - Distribute materials prior to the session or provide access as required.
- 4. Session Delivery and Documentation**
  - Deliver training according to the schedule and documented content.
  - Record key topics covered, participant engagement, and learning activities.
- 5. Evaluation and Feedback**
  - Distribute feedback forms or online surveys post-session.
  - Collect and summarize feedback to identify improvements.
- 6. Record-Keeping and Compliance**
  - File attendance records, session summaries, feedback, and training materials.
  - Maintain records in accordance with organizational retention policies and compliance requirements.

## 5. Documentation Templates

Document	Description
Training Schedule	List of sessions with dates, times, trainers, and locations.
Registration Form	Form for sign-up; captures participant details.
Attendance Sheet	Record of present participants, signed or marked by attendees.
Session Summary	Brief of topics covered, duration, and outcomes.

Feedback Form	Survey or form for collecting participant feedback.
Training Records Log	Central log for tracking all training activities and compliance.

6. References

- Employee Handbook
- Organizational Training Policy
- Compliance/Regulatory Requirements

7. Revision History

Date	Version	Description	Author
2024-06-06	1.0	Initial SOP creation	[Your Name]