

# SOP: Employee Training and Awareness Requirements

This SOP details the **employee training and awareness requirements** necessary to ensure that all staff members are knowledgeable about company policies, safety protocols, job-specific skills, and compliance standards. It emphasizes the importance of regular training sessions, ongoing awareness programs, and assessments to enhance employee performance, reduce workplace incidents, and promote a culture of continuous learning and responsibility within the organization.

## 1. Purpose

To define the requirements and processes for training and awareness programs that equip employees with necessary knowledge and skills related to their job roles and organizational policies.

## 2. Scope

This SOP applies to all employees, contractors, and temporary staff within the organization, regardless of role or location.

## 3. Responsibilities

- **HR Department:** Develops, maintains, and updates training materials; schedules and organizes sessions.
- **Supervisors/Managers:** Ensure staff attendance and monitor training compliance.
- **Employees:** Attend and actively participate in all required trainings and assessments.
- **Compliance Officer:** Conducts audits to ensure adherence to training requirements.

## 4. Training Requirements

Type of Training	Audience	Frequency	Delivery Method
New Employee Orientation	All new hires	Upon hire	In-person / Online
Company Policies and Procedures	All staff	Annually & as updated	In-person / Online
Job-Specific Skills	Relevant staff	As required	In-person / Workshops
Health and Safety Protocols	All staff	Annually & as needed	In-person / Online
Compliance & Regulatory	Relevant staff	Annually / Regulatory change	Online / Seminars
Ongoing Awareness Programs	All staff	Quarterly	Email / Posters / Workshops

## 5. Training Process

1. HR identifies training needs and develops/upgrades relevant material.
2. Training schedules are announced in advance via internal communication channels.
3. Employees attend and participate in training sessions and complete any associated assessments.
4. Records of attendance, completion, and assessment results are maintained by HR.
5. Training effectiveness is reviewed through feedback, quizzes, and performance assessments.
6. Continuous improvement: Training materials and methods are regularly reviewed and updated based on audit results and employee feedback.

## 6. Documentation and Records

- Attendance sheets
- Assessment/quiz results
- Training materials and presentation slides
- Employee feedback forms
- Compliance audit reports

## 7. Non-Compliance

Failure to comply with training requirements may result in disciplinary action up to and including termination of

employment.

## **8. Review Cycle**

This SOP will be reviewed annually or as necessary to reflect changes in regulations, company policy, or operational needs.