

2-day In-person Seminar:

Writing & Managing Effective SOPs



Chicago, IL



June 21st & 22nd, 2018



9:00 AM to 6:00 PM



Angela Bazigos

CEO, Touchstone Technologies Silicon Valley

Angela Bazigos is the CEO of Touchstone Technologies Inc. and has 40 years of experience in the Life Sciences, Healthcare & Public Health Services. She has extensive experience in Computer Systems Validation and Data Integrity including having collaborated with FDA on prototyping 21 CFR 11 in 1992-1995, patent on using virtualization to speed up validation and a book on computerized systems in clinical research co-authored with FDA and DIA . She has successfully completed 56 large validation projects with a 94% on-time / on budget record.

Overview :

Every biopharmaceutical company has SOPs, and new staff members are told that the company "has to have them" and that each employee "has to follow them". But why do there have to be SOPs and why must we follow them as written? And how can we do this effectively?

Most people naturally want to do a good job. Successful managers recognize this fact and seek to channel workers' efforts in ways that will benefit the business. Well-written standard operating procedures (SOPs) provide direction, improve communication, reduce training time, and improve work consistency. The purpose of a SOP is to provide detailed instructions on how to carry out a task so that any team member can carry out the task correctly every time. The SOP development process is an excellent way for managers, workers, and technical advisers to cooperate for everyone's benefit. A very positive sense of teamwork arises when these parties work together toward common goals.

Price

Price: \$1,495.00

(Seminar for One Delegate)

Register for 5 attendees

Price: \$4,485.00 You Save: \$2,990.0 (40%)*
~~\$7,475.00~~

Register for 10 attendees

Price: \$8,222.00 You Save: \$6,728.0 (45%)*
~~\$14,950.00~~

ENROLL

***Please note the registration will be closed 2 days (48 Hours) prior to the date of the seminar.*

Agenda:

Day One

Lecture 1 (90 Mins) : **Introduction**

- Introductions
- High Level Writing Effective SOPs

Lecture 2 (90 Mins) : **Founding Principles**

- What is an SOP
- Document Hierarchies
- When to have an SOP

Lecture 3 (90 Mins) : **Founding Principles (cont'd)**

- What the SOP should say
- Where to put the output

Lecture 4 (90 Mins) : **Writing, Reviewing, Approving and Posting**

- Who writes SOPs
- Document a stable process
- Exercise – creating an SOP

Why you should attend :

This hands-on seminar will help you with creating and following effective Standard Operating Procedures (SOP) to streamline your business and achieve compliance. This seminar will show you how to describe all the tasks that are essential for your business success, how to do these tasks, and who is responsible for the tasks listed.

Specific benefits include:

Reduced learning curve/training time for new employees

When someone is new on the job, your well-written and researched SOP can be a lifeline to them to be able to know how things work. For instance, you can ask your new employee to make all the arrangements for you to organize and attend a workshop in another city. By referring to the SOP, your new employee will know exactly which travel agency you use with their contact details, which type of car to hire/service to use, how many quotes to get regarding the venue, how to communicate with the workshop delegates, etc. without having to ask you about it all. It's a great time-saver and confidence booster for the new employee.

Day Two

Lecture 1 (90 Mins) : **Writing, Reviewing, Approving and Posting**

- Mapping a new process
- The SOP template
- SOP Review & Approval
- Posting: Setting up for Success

Lecture 2 (90 Mins) : **Maintaining SOPs: Maintaining Compliance**

- Deviations from Controlled Procedures
- Active SOP Maintenance

Lecture 3 (90 Mins) : **Helping Staff Follow SOPs**

- Finding SOPs
- Training on SOPs
- Department Managed Documents

Lecture 4 (90 Mins) : **Additional Topics**

- Where to start writing an SOP
- SOPs during mergers and acquisitions
- Controlled glossaries

Quiz: **Ajeopardy!!!!** (30 minutes)

- Writing & Managing Effective SOPs



Group Participation

10%	2 Attendees to get offer
20%	3 to 6 Attendees to get offer
25%	7 to 10 Attendees to get offer
30%	10+ Attendees to get offer

Payment Option

- 1 Credit Card: Use the Link to make Payment by Visa/Master/American Express card click on the register now link
- 2 Check: Kindly make the check payable to NetZealous DBA GlobalCompliancePanel and mailed to 161 Mission Falls Lane, Suite 216, Fremont, CA 94539, USA
- 3 PO: Please drop an email to support@globalcompliancepanel.com or call the our toll free +1-800-447-9407 for the invoice and you may fax the PO to 302 288 6884
- 4 Wire Transfer: Please drop an email to support@globalcompliancepanel.com or call our toll free +1-800-447-9407 for the wire transfer information

What You will get

- 1 Learning Objectives
- 2 Participation certificates
- 3 Interactive sessions with the US expert
- 4 Post event email assistance to your queries.
- 5 Special price on future purchase of web based trainings.
- 6 Special price on future consulting or expertise services.
- 7 Special price on future seminars by GlobalCompliancePanel.
- 8 Seminar Kit – includes presentation handout, ID card, brochure, trainings catalog, notepad and pen.
- 9 Networking with industry's top notch professionals

Contact Information: Event Coordinator

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Kindly get in touch with us for any help or information.

Look forward to meeting you at the seminar

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