

Using AI to Build Standard Operating Procedures (SOPs)



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Course Description

How can AI help me write SOPs faster and better? Learn how to capture workflows and build clear, structured Standard Operating Procedures (SOPs) with the support of AI tools. This course walks through documenting processes, expanding notes into professional drafts, and formatting SOPs that are consistent and easy to follow.

Learning Tracks

Technical

Admin

Documentation

Compliance

Training

AI



Why This Course Matters

- Saves staff time by turning rough notes into structured procedures.
- Improves consistency and clarity across business operations.
- Reduces errors and training gaps with well-documented workflows.

Who Should Attend

Register Now



Office
Administrators



Coordinators and
Dispatchers



Supervisors and
Team Leads



Training &
Onboarding staff

COURSE SYLLABUS

Course Overview

Learn to capture and refine workflows into SOPs using AI. By the end, learners will be able to draft an SOP that is clear, professional, and ready to share with their team.

Syllabus

1. Capturing Workflows – roles, steps, and decisions
2. Prompting AI to expand notes into draft text
3. Choosing the right SOP template
4. Structuring procedures with headings and numbering
5. Refining clarity, tone, and readability
6. Adding checklists and diagrams
7. Exporting SOPs into Word, PDF, or training systems

What You'll Learn

- 1 How to Capture workflow steps clearly
- 2 Turn notes into draft SOPs with AI
- 3 Structure SOPs with steps & checklists
- 4 Format for clarity and consistency
- 5 Export SOPs for training or compliance

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