

“WRITING USER-FRIENDLY SOPs”

HARD TRUTH: *How can users comply with SOPs if they don't understand them? They can't.*

An SOP for *your SOPs*.

Every company has SOPs, but not every team knows how to write them. “Writing User-Friendly SOPs” teaches your team how to map processes, write easy-to-follow steps, and use the language that turns a compliance document into a document people actually use.

Your Team Will Learn How To

- **Map the process first**

Get the workflow right before writing a single step.

- **Use voice and sentence structure to engage**

Make instructions easy to follow, not just correct.

- **Format for greatest impact**

Guide users through the process step by step.

- **Write for real users**

Write for the person on the floor, not the auditor.

- **Use visuals to augment**

Show what words alone can't make clear.

What Makes Hurley Write Workshops Unique?

Our workshops are completely customized to meet your team's needs. And, unlike a lot of other off-the-shelf courses, ours are based on the science of readability: how people actually use SOPs on the job, how to break a process into steps users can follow without rereading, and how to write clear, compliant instructions.

Put Hurley Write's experience to work for your team. No more SOPs nobody reads. No more steps buried in dense paragraphs. No more deviations caused by unclear instructions.

☒ Onsite Workshops ☒ Virtual Workshops ☐ Online Courses

Give your SOPs an SOP.

Schedule Writing User-Friendly SOPs for your team.

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