Standard Operating Procedure and Technical Manual Writing

Corporate Communications

Course Overview

Standard Operating Procedure and Technical Manual Writing: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Standard Operating Procedure and Technical Manual Writing
- Apply practical tools and techniques for Standard Operating Procedure and Technical Manual Writing in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Standard Operating Procedure and Technical Manual Writing in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Marketing, communications, PR and sales professionals, and managers responsible for brand, reputation or revenue growth.

Course Outline

1. Foundations of Standard Operating Procedure and Technical Manual Writing: principles, terminology and context
2. The business case: why Standard Operating Procedure and Technical Manual Writing matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Accra	**$1,550**
23 to 27 Nov 2026	Online	**$750**
7 to 11 Dec 2026	Lagos	**$1,550**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.