**Standard Operating Procedures (SOPs) for Training Delivery**

***Purpose*:** To ensure consistency, quality, and safety during the delivery of training programs.

**1. Scope:** This SOP applies to all training sessions conducted at TQTI, including classroom-based and online training programs.

**2. Responsibilities**

* **Training Manager**: Ensure trainers adhere to SOPs and deliver high-quality sessions.
* **Trainers**: Prepare, conduct, and assess training sessions as outlined.
* **Administrative Staff**: Facilitate logistical support and maintain records.

**3. Procedures**

**Preparation**:

* Review course materials and objectives prior to the session.
* Set up the classroom or online platform (e.g., AV equipment, presentations).
* Ensure safety measures are in place (e.g., emergency exit awareness).

**Session Delivery**:

* Start sessions on time and outline objectives clearly to students.
* Engage students using interactive methods (e.g., discussions, hands-on practice).
* Monitor student participation and address any concerns immediately.

**Assessment and Feedback**:

* Conduct assessments as per the curriculum.
* Gather student feedback through surveys or forms at the end of each session.
* Review feedback to identify areas for improvement.
* **4. Documentation and Records** Maintain records of attendance, assessments, and session feedback for future audits and reporting.



**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**