



Two formats:

- Learning objective:

## Procedure Capture Template:

- self-guides on what to capture content
- requires no MS Word skills

Trained specialist then produce the final operating procedures.

1

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2

- How to engineer proper breaks
- Where must we segment and why
- Chunking segments and the workload.

3

- Simple steps
- Conditional steps
- Managing sub-steps
- Managing repeating steps
- Using graphics.
- Sign-off strategies

4

- Notes
- Cautions
- Warnings

5

1. Foundation Session 20/30 min
2. Alignment Session 20/30 min
3. Closure Session 20/30 min

