

AI for Knowledge Transfer and SOP Development

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Convert an approved expert interview or process description into a usable procedure.

What you will be able to do

1. Plan and run an expert interview from an interview guide.
2. Convert interview or process notes into a draft SOP and job aid.
3. Validate the procedure with a checklist and assign a maintenance owner.

What you leave with: work products & reusable resources

- Draft SOP
- Expert interview guide
- Job-aid template
- Validation and maintenance checklist

Who it is for

Subject-matter experts, operations teams, and onboarding leads.

Before you enroll

Access to a non-sensitive sample process or supplied scenario.

How the 4 hours run

A Assess 30 min	Choose a non-sensitive process and review supplied interview notes or approved notes prepared before class.
X eXplore 1 hr 10 min	Capturing expert knowledge, turning notes into procedures, and where AI drops important detail.
I Implement 2 hr	Convert the interview or process description into an SOP and job aid, then validate it.
S Sustain 20 min	Finish the validation and maintenance checklist and keep the interview guide.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- Learning Professionals certificate

Often taken next

- AXL-20 AI for Learning and Instructional Design
- AXL-08 Using AI with Microsoft Word

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online](#) → · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.