



Turn What You Know

Into a Step-by-Step Employee Guide

AI for Standard Operating Procedures (SOPs)

What you will build

A simple, repeatable employee procedure made from the knowledge already in your head. You will learn how to give AI rough notes, turn them into clear steps, add checks and exceptions, test the instructions, and create a version staff can actually use.

BUSINESS OPERATIONS - BEGINNER FRIENDLY - PRACTICAL AI TRAINING

Opening Procedures - Closing Procedures - Job Steps - Training - Checklists

buzzfusionhub@gmail.com

buzzfusion-hub-designs.buzzfusionhub.workers.dev

Ask yourself one simple question:

"If I were not here tomorrow, could someone else do this job correctly?"

If the answer is no, the business has important knowledge that needs to be written down.

- ☐ Employees get the same instructions instead of different versions.
- ☐ New people learn faster.
- ☐ Important steps are less likely to be forgotten.
- ☐ Owners answer fewer repeat questions.
- ☐ Tasks become easier to improve because the process is visible.
- ☐ The business becomes less dependent on one person's memory.

What AI is good at here

AI can organize rough notes, put steps in order, find missing questions, create checklists, and simplify wording. You still decide what is correct for your business.

2. Start With One Real Task

Do not document the whole company at once

Choose a task that is repeated often and has a clear beginning and end.

- ☐ Opening the business for the day
- ☐ Closing the business
- ☐ Preparing for a customer appointment
- ☐ Checking a vehicle or piece of equipment
- ☐ Receiving an order
- ☐ Handling a service call
- ☐ Cleaning and resetting a work area
- ☐ End-of-day paperwork

For this sample

We will use a simple OPENING PROCEDURE. The method is the same for almost any repeatable task.

3. Dump the Knowledge Out of Your Head

Messy notes are fine

Example rough notes

Get there 15 minutes early. Unlock front. Turn lights on. Check voicemail. Look at today's appointments. Count register. Make sure bathroom is okay. Check supplies. If register is off tell manager. Do not open door until everything is ready.

You do not need to write like a manual. Write the way you would explain it to a new employee standing beside you.

STARTER PROMPT

Turn these rough notes into a simple employee opening procedure. Put the steps in the safest and most logical order. Use plain language. Do not invent company rules. Mark anything that needs me to clarify. Add a short final check before opening. ROUGH NOTES: [PASTE YOUR NOTES HERE]

4. Turn Notes Into a Clear Process

A good SOP has a beginning, middle, and finish



ARRIVE

What should happen first? Example: arrive 15 minutes early and unlock approved entrances.

PREPARE

Turn on lights, equipment, computers, or work areas needed for the day.

CHECK

Review appointments, voicemail, cash drawer, supplies, safety items, and anything that could stop work.

OPEN

Complete the final readiness check, then open to customers only when the business is ready.

Why the order matters

An SOP is more than a list. It should guide someone from start to finish without forcing them to guess what comes next.

5. Add the Details That Prevent Mistakes

This is where a weak checklist becomes useful

WHO?

Who normally does this task?

WHEN?

When does it start, and how often is it done?

WHAT?

What exactly must be completed?

HOW?

How should each important step be done?

WHAT IF?

What should the employee do when something is wrong?

DONE?

How does the employee know the task is finished correctly?

Most mistakes happen when the normal process does not go normally.

- ☐ What if the cash drawer does not match?
- ☐ What if an employee cannot get into the building?
- ☐ What if equipment will not start?
- ☐ What if supplies are missing?
- ☐ What if there is a safety problem?
- ☐ Who should be contacted when something is wrong?

EXCEPTION PROMPT

Review this procedure and make a list of situations where an employee might get stuck or need a manager. Do not decide company policy for me. For each situation, write: 1. What could go wrong 2. What the employee should stop and check 3. What question I need to answer as the owner

Keep the full SOP

The full version explains the process, reasons, exceptions, and manager notes.

Also make a quick checklist

The employee version should be short enough to glance at while doing the job.

Example quick opening checklist:

- ☐ Arrive by approved opening-prep time
- ☐ Unlock approved entrance
- ☐ Turn on lights and required equipment
- ☐ Check voicemail and today's appointments
- ☐ Verify register or payment station
- ☐ Check customer areas and restroom
- ☐ Check critical supplies
- ☐ Report problems before opening
- ☐ Open only after final readiness check

8. Make It Easy for a New Employee to Understand Plain language beats fancy language

Hard to follow

Ensure all customer-facing operational areas are suitably prepared prior to commencement of business.

Better

Check the customer area, restroom, and front counter. Clean or restock anything that is not ready.

Hard to follow

Escalate financial discrepancies in accordance with supervisory protocol.

Better

If the register does not match, stop and contact the manager before opening.

A useful test

If a brand-new employee needs you to translate the instruction, rewrite it.

Have someone follow the SOP exactly as written. Do not quietly fill in missing steps for them.

- ☐ Did they know where to start?
- ☐ Did every step happen in the right order?
- ☐ Did they need to ask what a word meant?
- ☐ Was a tool, key, form, password, or supply missing from the instructions?
- ☐ Did they know what to do when something went wrong?
- ☐ Could they tell when the task was fully complete?

TEST-RESULT PROMPT

Here are notes from someone testing our procedure. [PASTE TEST NOTES] Update the SOP to fix only the problems described. Keep the wording simple. Show me what changed so I can approve each change.

10. Add Safety, Quality, and Manager Stops

AI should never make these decisions for you

STOP FOR SAFETY

Identify steps where work must stop if there is a hazard, damaged equipment, spill, injury, or unsafe condition.

STOP FOR APPROVAL

Mark decisions an employee is not allowed to make alone.

QUALITY CHECK

Add the final checks that tell you the work was done properly.

DOCUMENT PROBLEMS

State where employees record problems, shortages, damage, or exceptions.

Important

AI can help organize your safety and quality instructions, but it should not invent safety rules, legal requirements, HR policies, or technical procedures. Use qualified guidance when the task requires it.

- ☐ Put a version date on the SOP.
- ☐ Name the person responsible for approving changes.
- ☐ Review the SOP when equipment, software, staffing, or policy changes.
- ☐ Let employees report steps that are confusing or outdated.
- ☐ Replace old copies so two different versions are not floating around.
- ☐ Review important procedures on a regular schedule.

Simple version control

A title like 'Opening Procedure - Version 1.2 - Reviewed October 2026' is much better than files named FINAL, FINAL2, and REALLYFINALTHISONE.

12. One SOP Can Become a Training Package

This is where AI becomes especially useful



Full SOP

The complete procedure with explanations, exceptions, and manager notes.

Quick checklist

A short working version employees can use on the job.

Training quiz

Questions that confirm the employee understood the important steps.

Refresher sheet

A one-page reminder for procedures that are used less often.

TRAINING-PACK PROMPT

Using this approved SOP, create: 1. A one-page employee checklist 2. Ten simple training questions 3. An answer key 4. Five common mistakes to avoid Do not change the approved procedure.

- ☐ Chose one repeatable business task
- ☐ Captured rough notes from the person who knows the job
- ☐ Turned the notes into ordered steps
- ☐ Added missing details and exceptions
- ☐ Created a short employee checklist
- ☐ Simplified confusing language
- ☐ Tested the SOP with another person
- ☐ Added safety, quality, and approval stops
- ☐ Added a version date and review process
- ☐ Created training materials from the approved SOP

What a custom BuzzFusion lesson can do

This sample uses a simple opening procedure. A custom lesson can be built around your actual business: customer intake, equipment checks, service calls, office routines, job-site procedures, employee onboarding, closing procedures, or nearly any repeatable workflow.

BuzzFusion Hub Designs

Practical AI training for real business operations

Email: buzzfusionhub@gmail.com

Website: buzzfusion-hub-designs.buzzfusionhub.workers.dev