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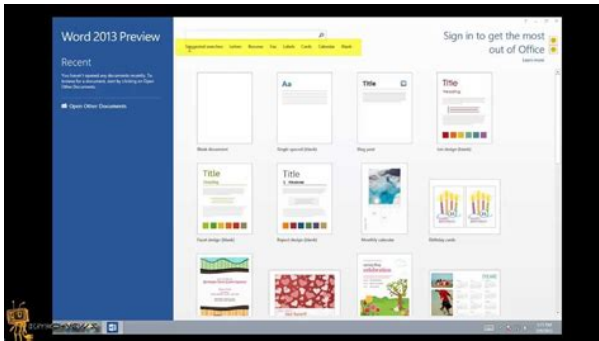
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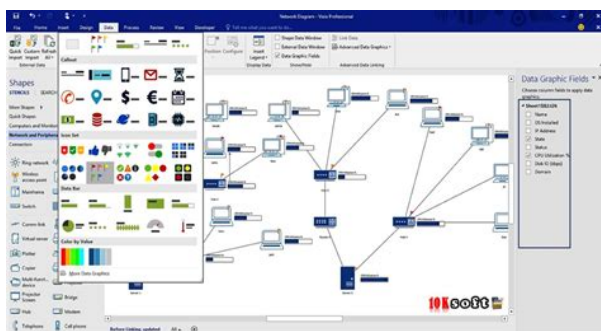


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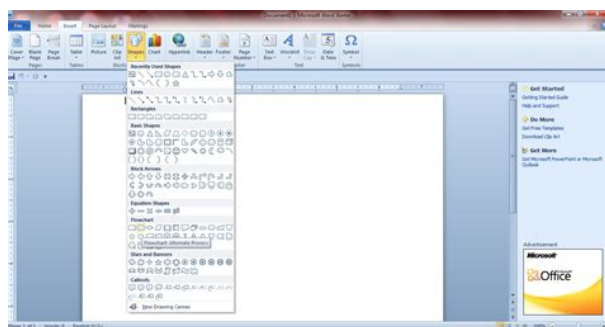
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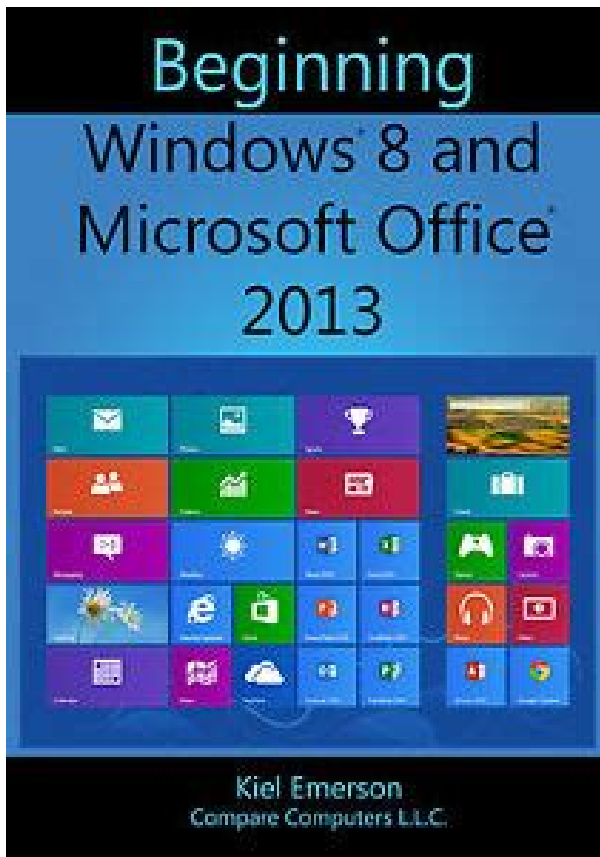
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persons familiar with the performed task. It would allow uniformity in achieving the desired goals. Basically, a manual is a book of instructions designed to improve a performed task. Contents 1 Training Manual Templates 2 Elements of a Training Manual Template for Employees 3 Training Manual Examples 4 Benefits of Using a Training Manual 4.1 Reduces the Time Needed to Train 4.2 Guarantee the Continuity of a Business 4.3 Standardization of Procedures and Processes 4.

4 Delegating is Made Easier 5 Employee Training Manual 6 Some Tips When Making Training Manual Templates 7 Serving Training Manual 8 3 Techniques for Making Your Training Manuals 8.1 Gathering and Assembling the Information 8.2 Consider Who Will be Using the Manual 8.3 Evaluating the Understanding of Your Users The use of manuals is not limited only to businesses but also to all establishments who are involved in methodologies like the military, educational bodies, and even religious institutions. A new recruit will always require a manual. So does an experienced individual who is working in a new environment. These training tools can be used to Introduce the subject matter prior to training Serve as an outline to be followed during training Serve as a reference of subject matter after training Be general reference document Using these kinds of manual ensures consistency in the presentation of its content which includes skills, processes and other information. The manual ensures that performed tasks are always consistent in one form. Such manuals can also be designed as Workbooks or Textbooks They are provided during training sessions with basic information, examples, and exercises. Reference Manuals It is readily available to trainees in providing detailed information on processes and procedures. SelfPaced Guides The manual is designed to facilitate instructions to trainees even without the help of trainers. Job Aids Manuals usually always provide detailed instruction to be used in the workplace. Handouts It provides general information to support done during the training. Involving oneself with activities relevant to the performed task will further enrich one's knowledge and experiences. This makes it easier for one to deal with future predicaments. Training does not end with the manual. It goes beyond that. Training based on manuals in only an event, a beginning. But the importance of the manual should never be neglected.

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The second part of this is the importance of surveys as it would allow user feedback at the same time would serve as a gauge to trainee progress. It would shed light on where the program would need

improvements. The Summary and Some Follow Up Steps Summarize the main points of the booklet in the most succinct way. You should include followup steps that would improve the ability of the users to reinforce what they have already learned. Lastly prepare the trainees to the next manual of the program, if any. A Timeline or Schedule Trainees have the option to organize their own time and pace themselves, for some kinds of training programs. This is more feasible than assigning them timelines which they may not be able to accomplish. Trainees may not be able to complete their training module on a rigid timetable. Flexibility should solve the problem. There are cases when training programs allow these situations and if applicable, they have to be included in the manual too. Frequently Asked Questions Most booklets now come with a list of FAQs. This would allow the trainee when confused to search for a solution to his problem. A great time saver. Any Related Sources or Supplemental Material If applicable, include any resources related to your training program as well as supplemental material. This would give the trainees more information about what they are learning. These days technology is everywhere but concrete manuals are still very much essential. The design of your training manual template should include programs tailor made to the different learning habits. It provides mostly all the information needed to perform a certain task with minimal supervision. But this will all depend on the accuracy of the content. It is therefore imperative that for processes to go smoothly with maximum benefits, the manual should be researched and written well.