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A training template ensures certain onboarding elements are fulfilled while leaving enough room to personalize training to fit the new hire's specific needs. An employee training manual template should include the following four components. 1. Clearly defined training objectives

Creating an Employee Training Manual Template: The ...

session. Instead, this training manual will be used as a self-study tool. While most of the guidelines also hold true for a training manual that compliments a stand-up or Internet delivered training, the focus of these guidelines is on a self-study manual. For more information about an instructor-led manual, see the Appendix. Pre-requisite Skills

How to Create Effective Training Manuals

The Training Plan Template, located in the <OPDIV Document Repository>, provides the framework for determining how the training materials will be identified, developed, and delivered. This should be a "living" document that is updated frequently to reflect new or changing training material information.

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