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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

Structure your training content for maximum results. The most effective training manuals properly set employee expectations, offer actionable strategies, and provide relevant real-life examples. Our employee training manual template offers a practical guide to accomplish these goals.

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