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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

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