

Training Guide Templates

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How To Create Training Manual: Steps and Template included

Training manual template is a document that provides the information related to the specific job and the document is an important part of every organization. The content of the manual is equipped with information of how one should work at specific job in that company. The document is necessary in most of the companies as it ensures the smooth and an effective flow of work.

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Templates & Examples in MS Word. Training manuals are typically used to serve as a guide in achieving goals for a performed task. Although the concept of manuals usually applies to beginners, they can also prove helpful for persons familiar with the performed task. It would allow uniformity in achieving the desired goals.

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The following sample represents a typical “scripted” instructor guide that one might use for delivering classroom training. The sample’s layout, headings, tables and icons were all created using DocuTools 5.

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A training manual template can be defined as a booklet used by companies or individuals to provide people with all the instructions which will defiantly required by them to know before starting something. It is a book or booklet including guidelines to use a product or to perform a particular task.

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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

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[How To Create A Default Training Manual Template.](#)

The key to creating a default template is to establish a powerful core that is flexible enough to serve different functions and still provide a personal user experience. A default eLearning template should include the following basic elements, each one having its own placeholder (preventing oversight and/or lack

of integration):

1. Welcome Screen / Introduction.

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