

Training manual structure template

1.	title or heading of subject/course/department/job training
2.	index, timetable, programme (especially itemising training content and elements)
3.	training policy or policy summary (and reference to full current policy document - emphasise issues about equality and employment/discrimination law)
4.	introduction/definitions (manual structure and glossary, terminology, training design rationale, etc)
5.	aims, expectations, measures (setting the scene - explaining what will happen - mutual expectations and standards - the Kirkpatrick model is useful for this)
6.	use of manual (how the manual works and how it relates to the training and the job)
7.	training methods, support, media, materials (the training formats and options, tutors and support)
8.	training content/elements (itemised and presented in logical sequence and in suitably sized elements for delegates' learning ability, and reflecting the order of training activities and delivery - see example formats below - again see Kirkpatrick's model which can be used as a structure for each element - and also see the VAK learning styles and Kolb learning cycle/styles model, both of which are helpful in ensuring delivery formats meet needs of all preferred learning and communications styles)
9.	ongoing learning and follow-up (especially help with practical implementation - optionally this section can be included after each training element, which is preferable where content is extensive or complex - include any relevant information to help and encourage learners to apply new capabilities and to continue learning)
10.	bibliography and references (further information sources - again optionally this section can be included after each training element if more effective for delegates)
11.	copyright and authorship information (as appropriate - obviously more significant for externally provided training)

Administrative Assistant Employee Training Guide Sample

CL Gary



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