

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) |
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Administrative Assistant Employee Training Guide Sample

Kathleen Armour



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