

## High performance training manuals: instructional systems development

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### Abstrak

This Infoline describes the process of creating training manuals and other training materials such as: instructor manuals, participant workbooks, job aids, reference manuals, and self-paced study guides.

Discusses the creation and production of materials using the following steps: analyze the audience, define the objective of the material, select content, review copyright issues, design the manual, proofread and edit material, produce, and distribute. Also, contains information on copyright, page layout designs, roles of various staff involved in creating a training manual, and a job aid for trainers.