Creating training manuals

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Abstrak

A training manual is a learning tool, typically a booklet that outlines the training for participants. This Infoline takes you through the process of creating a training manual. You will learn how to use information gathered from the needs analysis to understand the needs of training participants, design and present content in the manual, and create a process for revising and updating the manual as needed. Use this Infoline as a map for creating an effective training manual that supports learning and performance.