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Leadership Training Manual

session. Instead, this training manual will be used as a self-study tool. While most of the guidelines also hold true for a training manual that compliments a stand-up or Internet delivered training, the focus of these guidelines is on a self-study manual. For more information about an instructor-led manual, see the Appendix. Pre-requisite Skills

How to Create Effective Training Manuals

By using a training manual template, though, training managers can deliver more personalized, relevant information, while still making sure that general standards are followed. People learn differently. Everyone has their preferred medium or format when it comes to learning. Some prefer audio, some prefer text, and some prefer to learn by doing.

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