

TRAINING PLAN TEMPLATE

1. INTRODUCTION

1.1 Goals of the Training Plan

The objective of the Training Plan is to define the strategies, tasks, and methods that will be used to meet the training requirements. The goals of the training plan are:

*** Delineate specific goals that clearly communicate the scope of the Training Plan. ***

1.2 Overview of the Training Plan

This document defines the Training Plan for *** System Name ***. The Training Plan is a working document. It is revised on a continuous basis as decisions are made and issues are resolved. The document is organized as follows:

- Training Scope. Clearly states a list of the objectives and goals of the training, as well as a list of assumptions.

- Training Offerings. Describes the offerings that define the training, including the training groups, types of training, training approach, training curricula, trainingschedule, and logistical information.

- Roles and Responsibilities. Presents the roles and responsibilities of the staff responsible for preparing, conducting, and evaluating the training, and includes a clear definition of the resources and a work plan.

- Contingency Plan. Identifies anticipated contingencies and details a plan for each contingency.

File Name: compiling a training manual.pdf

Size: 3825 KB

Type: PDF, ePub, eBook

Category: Book

Uploaded: 13 May 2019, 15:50 PM

Rating: 4.6/5 from 635 votes.

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If you're looking for help with training your workforce, we'd love to talk. As an inspiration for simplicity, think about an airplane safety card, which is designed to be understood in seconds, regardless of which language the reader speaks. Not putting enough information in can leave the trainee with questions that are not answered by the manual and forcing them to once again go elsewhere for support. Whether you are a current employee of the organisation yourself or an external trainer, your manual must take into account the organisation's culture and demographics in order to achieve the stated objectives. This will increase the effectiveness of your manual, by embedding new, relevant knowledge, reducing low uptake and making the whole project much more worthwhile and more likely to be a success. If you're issuing training manuals in Microsoft Word or PDF, expect a frosty reception, poorer learning outcomes, and less engagement. This method makes the user an active part of the learning process and shows them an example of realtime results, which helps to ensure each new step is properly understood before moving on to the next, creating a deeper overall understanding of the task at hand. During the tour, you can choose which sections to highlight and offer instruction on, while providing the user with the feeling of being on a live site. Smart scrolling and autocomplete take the user to the right part of the site, allowing them to focus on the task at hand and preventing them from being distracted by other visual elements. State that there will be an assessment to ensure the objectives have been achieved, and illustrate how that assessment will be carried out and graded. Explain how knowledge weak points may be identified by the assessment, and how they can be overcome with extra or more targeted training. Outline alternative methods of training, should they be available and more suitable, and show how the learner can access them. http://www.helpenergy.cz/userfiles/7_3-navistar-diesel-manual.xml

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If supplementary material is available, provide options for it. Use both text and visual aids to demonstrate the information and give examples of how it might be used to carry out the tasks at hand, to better convey the information to a range of learners and ensure a deep enough understanding of the learning material. Where possible, include interactive elements within the training environment, as this helps to embed knowledge by giving the user a chance to practice what they are learning for themselves. Try to include some discussion topics, where appropriate, to enable the user to deepen their knowledge and to encourage them to apply it to other similar scenarios. At the end of each section, summarise the key learning points to reinforce the points and help them enter the learner's longterm memory. This will enable you to improve your materials for future learners. As well as helping to pick up minor faults such as typos or awkward grammar, getting a fresh perspective on how the learning experience really translates into practice can help ensure you are delivering the right kind of training in the most efficient and helpful manner possible. Still, you can't appreciate the availability of a comprehensive training manual template more than after answering the same questions several times per day. Have you ever been in this situation. Even if you haven't yet, read these stepbystep instructions and use our training manual templates and a specialpurpose tool to create an awesome training manual and never suffer from a lack of user documentation. If you are writing a technical user guide or process documentation for elearning purposes, or for archival in your organization's server, a good training manual should be easy to understand, intuitive enough for the viewer to manoeuvre through and well sectioned for easy

reference. Read on to discover 5 steps on how to write a training manual and find a training manual template enclosed. http://www.medinacafe.ca/userfiles/7_3-ford-repair-manual.xml

This highlights the importance of ascertaining learner's needs and mapping them against organization objectives for integration into the training program. Whether you are an external or internal trainer, understanding the organization's objectives, culture and target audience will help you adopt the right approach to deliver training materials. Write your training manual template keeping in mind the demographics and psychological behaviors of the learners, their backgrounds, their jobs, industry, and language proficiency. By understanding the subtle nuances of your target audience, you will avoid developing a training manual template with a low completion rate, or result in recurring on-the-job errors that the training manual failed to address. For this purpose, we strongly recommend using StepShot Guides. If you're wondering how to write a training manual, this tool will help you create it with no hassle and minimal time expenditures. As usual, this software documentation tool is used to create training manuals, user guides, product manuals, video tutorials, help articles, and other docs designed to teach a user how to use a program or how to accomplish a procedure. Thus, ERP consultants, IT support managers, HR managers, small business owners and CEOs, and customer support agents frequently use StepShot Guides to create training manuals for their customers or coworkers. Owing to a simplified capturing procedure, you won't need to use a bunch of programs like a screenshotting tool, image editor, and word processor. Similarly, you no longer need to toggle between different software programs to input comments, remarks or icons to draw attention to specific screenshots. StepShot Guides alone will substitute all these tools and you'll be free of dull and monotonous copy-pasting in several tools. Research indicates that StepShot cuts short 90% of the time required for a software documentation routine, thanks to its effortless cross-integration across platforms.

Failing which, a retake of the assessment is required until the qualifying mark is met. For example, if there has been a decrease in the performance rates caused by poor experience in software usage, a user guide, video tutorial, or an SOP can be used to demonstrate to trainees how to use the program. This clarity will minimize user frustration and free the trainer's time from managing more follow-up queries from the learner post-training. Exceeding this duration will cause the learner's attention to waiver and the learner will be more prone to fast forward through the training manual, causing the learner to fail the assessment or retake the assessment multiple times. Bear in mind that the assessment must not be too technical or mathematically challenging. A good and reasonable passing test score for e-learning is 80%, as this implies that the learner has a robust understanding that will allow the individual to operate in the desired manner. By obtaining a fresh perspective, you will be able to single out typo errors and ensure that the content is accurate, clear and comprehensive. Do not forget to test the training on individuals who are like your learners. Usability test will allow you to identify system bugs that will otherwise be a blind spot. Furthermore, knowing how to write a training manual and an effective user guide helps organizations reduce operational errors, thus creating a positive client experience and expedited execution of new knowledge at a faster speed. In the existing increasingly competitive business environment, efficiency, a speed of delivery, and cost management will set you apart from the pack. This underscores the importance of documentation ninjas as a valuable asset to organizations, and with the right tool like StepShot Guides, anyone can become a documentation ninja. What does it mean RPA Business Analyst Role Business Process Improvement in 6 Steps We'll get back to you within 1 business day.

However, every now and then the engine requires some finetuning and oiling to continue running smoothly. This finetuning is what training is all about. Employees, whether new or old, need continuous training to be in tune with the latest skill sets. It's important for them to keep evolving and understanding the latest practices, technology, and cutting-edge tools to perfect their craft. You don't have to take our word for it though, take a look at the results of a study conducted by "The

American Society for Training and Development ASTD “, which collected training information from over 2500 firms and found that companies that offer comprehensive training Have a 218% higher income per employee than those with less comprehensive training Have a 24% higher profit margin than those who spend less on training Generate a 6% higher shareholder return Not only does training help employees continuously grow and get better at their jobs, but it also directly affects the company’s bottom line. Training can help increase employee efficiency, proficiency, productivity, and overall profits. But what role does a company training manual play in the overall training of employees. Let’s dive in and find out. Why Training Manuals are Important. Training manuals play a critical role in employee training by teaching new employees about a company and its processes. Existing employees grow and learn about new systems, tools, or software. Employees who are not constantly learning or new hires who are not familiar with the tools, apps, software, or machinery used by their company can become disengaged in their work. This disengagement often leads to poor job satisfaction and higher employee turnover. In the end, both the employee and the employer gets hurt. The stats are there to prove it 40% of employees with poor training leave their jobs within the first year. 74% of employees feel that they weren’t achieving their full potential at work due to a lack of development opportunities.

<http://www.gelbyson.com/images/california-blonde-ii-manual.pdf>

72% of employees even think of financially contributing to their own training. 68% of workers claim that training and development is the most important company policy. Only 15% of employees worldwide are engaged. The stats are neverending. The problem is real. Employees want to grow and hone their skill sets through regular training and developmental opportunities. A good way for companies to start this muchneeded process is by crafting an awesome company training manual or training guide. Let’s get straight to the point and see what are the most important elements of a perfect training manual. Read more How to Write A Stellar Instruction Manual Create the Perfect Training Manual By Following these Steps In order to create a training manual that is not only informative but interesting to read, you need to have a plan in place. We have put together some key points you need to keep in mind to create the best training manual. 1. What’s the objective. The first step in creating an effective training guide is to have a clear objective in mind. What’s is the purpose of creating the training manual. What business goal is supported by the training manual. What activities should be included in the training manual. Answers to questions like these will help you figure out the main objective of creating the training guide. After the training is complete, the employees must be able to carry out the tasks for which the training manual is being created. 2. Get yourself some help. Writing a training manual is not an easy task. You can’t be casual about it. Your employees are counting on you for help as their entire work might depend upon the information present in the training manual. A good way of making sure you don’t miss out or miswrite some critical information is to get some help. Gather your peers around and start working on a training manual collaboratively.

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while crafting their training manuals is ignoring its intended audience. The content of the training manual directly depends upon the type of audience reading it. If your training your employees on new software that no one has used before or training new hires, then going in deep with explanations and describing the steps precisely and clearly can help them grasp the knowledge quickly. However, if you are teaching them some additional features of software they already use, no need to go allin from scratch. Keeping your audience in mind will give you an idea of how broad or specific you need to be throughout the manual. 5. Get organized! Once you have an idea of what all information you want to include in the training manual, its time to organize that information. Outline the flow of the training guide into chapters, sections, or parts. Make sure that the training manual is in a smooth flow and covers all the time indepth from start to finish.

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Include answers to these quizzes in a separate section so that the employees can gauge their learning and see if they need a refresher on a particular topic. 2. Ask for feedback. Since training plays a crucial role in the worklife of every employee of the organization, its important to always keep on improving the training process and material to make it even more perfect. Therefore, always ask employees to give their honest feedback and suggestions on how to make training more effective. You can conduct a feedback session after distributing the training guides or include a section at the end of the manual for employees to write in their suggestions. This is an important step as it helps you craft the perfect training manual and ensure that the manuals are beneficial and productive for everyone in the future. Create Training Manuals the Right Way with Bit After learning about all the key points to include in your training manuals, we know you are itching to get on with the work of creating one. However, what good is knowledge if you don't have the means to deploy it. This is why we would like to introduce you to Bit, the smartest document collaboration tool to create training manuals and other digital workplace documents for free. Bit is a new age cloudbased document collaboration tool that helps teams create, manage and track workplace documents including training manuals, fact sheets, sales decks, project proposals, ebooks, case studies, employee onboarding docs, media kits, and many more. Bit helps you make sure your training manuals are more than just plain boring text and images. Apart from allowing multiple users to collaborate on a training manual, Bit also allows users to share any sort of rich media like YouTube videos, Google Docs, One Drive Excel Spreadsheets, GIFs, Tweets, interactive charts, etc. Just

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3 Evaluating the Understanding of Your Users The use of manuals is not limited only to businesses but also to all establishments who are involved in methodologies like the military, educational bodies, and even religious institutions. A new recruit will always require a manual. So does an experienced individual who is working in a new environment. These training tools can be used to Introduce the subject matter prior to training Serve as an outline to be followed during training Serve as a reference of subject matter after training Be general reference document Using these kinds of manual ensures consistency in the presentation of its content which includes skills, processes and other information. The manual ensures that performed tasks are always consistent in one form. Such manuals can also be designed as Workbooks or Textbooks They are provided during training sessions with basic information, examples, and exercises. Reference Manuals It is readily available to trainees in providing detailed information on processes and procedures. SelfPaced Guides The manual is designed to facilitate instructions to trainees even without the help of trainers. Job Aids Manuals usually always provide detailed instruction to be used in the workplace. Handouts It provides general information to support done during the training. Involving oneself with activities relevant to the performed task will further enrich one's knowledge and experiences. This makes it easier for one to deal with future predicaments. Training does not end with the manual. It goes beyond that. Training based on manuals in only an event, a beginning. But the importance of the manual should never be neglected. It is the cornerstone for making new employees ready to work. It has become an integral part of the training process. In analogy, it is the new employees ABC, their basic reference guide.

When designing a template, take into accounts to establish a powerful core yet still flexible enough to serve varied functions and still providing a personal user experience. A good manual should include these following basic elements The Introduction This part should be concise, attractive and clear and should provide directly to new users the main purpose of the particular training program. The Instruction The instructions are crucial as they would give the directions to the user how to navigate through the varied parts of the training program. Providing the feature at the start would immediately catch the interest of the trainee at the same time empower them to independently navigate through the manual. This would at most give them a personalized training experience to match their individual learning styles. The Objectives With the necessary instructions on how they navigate through their training program, the next step is to introduce them to your objectives. With these clearly defined objectives goals and targets presented at the onset, the new employees can now navigate through the program. They will be transitioning from just trainees to new roles. The Content of the Manual This element will now define the heart of the material. The content of each manual will vary from program to program. Bear in mind that the contents are not static. In other

words, the manual can use other forms of media like videos and images to maximize the deliverance of the content. This is extremely beneficial to the learning process. It may be independent so as to decide on its form. But it is a critical element it will determine the effectiveness of your program. It would also demonstrate if the trainees can effectively apply what they have learned. The second part of this is the importance of surveys as it would allow user feedback at the same time would serve as a gauge to trainee progress. It would shed light on where the program would need improvements.

The Summary and Some Follow Up Steps Summarize the main points of the booklet in the most succinct way. You should include followup steps that would improve the ability of the users to reinforce what they have already learned. Lastly prepare the trainees to the next manual of the program, if any. A Timeline or Schedule Trainees have the option to organize their own time and pace themselves, for some kinds of training programs. This is more feasible than assigning them timelines which they may not be able to accomplish. Trainees may not be able to complete their training module on a rigid timetable. Flexibility should solve the problem. There are cases when training programs allow these situations and if applicable, they have to be included in the manual too. Frequently Asked Questions Most booklets now come with a list of FAQs. This would allow the trainee when confused to search for a solution to his problem. A great time saver. Any Related Sources or Supplemental Material If applicable, include any resources related to your training program as well as supplemental material. This would give the trainees more information about what they are learning. These days technology is everywhere but concrete manuals are still very much essential. The design of your training manual template should include programs tailor made to the different learning habits. It provides mostly all the information needed to perform a certain task with minimal supervision. But this will all depend on the accuracy of the content. It is therefore imperative that for processes to go smoothly with maximum benefits, the manual should be researched and written well. Here are some benefits of a wellresearched and wellwritten manual Reduces the Time Needed to Train A well researched and wellwritten manual will prove a lifeline for employees when it comes to performing their tasks.