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On Dec 23 2023 at 11:10 AM I published a new blog post titled "Developing a Training Manual" on my blog. The post discusses the importance of creating a comprehensive training manual for your organization. It covers the steps involved in developing a training manual, from identifying the training needs to the final review and approval process. The manual should be a central reference for learners, providing them with essential information, procedures, and guidelines. It ensures consistency in training delivery, enhances knowledge retention, and helps standardize processes across teams. By having a well-designed training manual, you can ensure that all team members are on the same page and equipped with the necessary skills to perform their jobs effectively.



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