



# Creating an employee training manual:

A complete guide

talent  lms

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# Introduction



Over the last few years, there has been a clear shift in the definition of an ideal job. Although stability and good compensation are still much appreciated, they're no longer enough. Modern employees seek purpose and development in their jobs. They want to learn new skills and test their abilities in different roles. In fact, several surveys have pointed to [boredom](#) and [lack of career growth](#) among the top reasons why employees are leaving their jobs. And when it comes to remote workers, a [TalentLMS survey on remote work](#) showed that 76% of employees who have received soft skills training have no plans to leave their company.

Here's where employee training comes in, turning your workplace into a place where employees satisfy their ambitions, find fulfillment, and stay in the long run. Offering employees the tools they need to take on new challenges will have an impact on employee performance and employee morale, too. Evidence points to the latter being an even more significant benefit with wider positive implications.

When we're talking about employee training and development, we don't mean on-the-job training that takes place when a new hire arrives. Proper onboarding is essential, of course, to familiarize employees with daily tasks, company policies, and, in some cases, compliance regulations. Onboarding also helps employees acclimate and feel comfortable around their new colleagues.

However, Learning & Development gets really interesting once you've moved past the initial "getting to know you" phase. After employees master all the basics, they should have access to resources that will help them become more productive, enhance their soft skills and emotional intelligence, or even cultivate competencies that could take them to a new career path.

Therefore, to make a long-term difference in employee performance and engage your workforce, training should become part of your workplace culture.

## Introduction

Learning and development opportunities should always be available, through different mediums. For example, you can deploy your own training courses or buy ready-made ones, organize talks and seminars, or cross-train employees through job shadowing.

Whether employees will take this opportunity and expand their skill set is up to them to decide. But, as an employer, it's your responsibility to offer employees options and tools to work more efficiently and be prepared for the future workplace. This will help your company keep up with industry trends and new technologies, safeguard your place in the market, and innovate. At the same time, employees will be more satisfied with their jobs and less likely to knock on another employer's door.


In a company where training is the norm, an employee training manual comes in handy. Because it helps you both inform employees about the available training opportunities and motivate them to grow their skills. And if you want to know everything about building an employee training manual, this comprehensive guide will give you a very good idea of how to pull the task through. Even if this is your first attempt at deploying corporate training.

This ebook begins with the definition of an employee training manual and ends with a detailed employee training manual example. In between, you'll learn how a training manual differs from an employee handbook, all the ways it supports training in your company, and why you should create one.

In chapters 3 and 4, you'll learn the steps to creating an engaging training manual, from assembling a development team to sharing it with employees and updating it as you enrich your training programs.

Eventually, we're turning all these tips into an employee training manual example. In chapter 5, you'll find a training manual template you can use to organize your content and stay on top of the creation process.

**So let's take it from the start!**



## **Chapter 1.** What is an employee training manual?

There seems to be some confusion as to what exactly an employee training manual is. In fact, many employers and employees are under the impression that an employee training manual and an employee handbook are the same things. So first, let's shed some light on this before we move on to the definition of the employee training manual.

The employee handbook is your company bible: it's where company policies, employee benefits, and organizational structure are thoroughly documented and described. The employee handbook answers any company-related questions your employees might have, from dress code to leave policies and additional benefits.

The employee training manual is your training bible. It's a **detailed documentation of your entire corporate training plan.**

Here, employees can find information about all the available courses and relevant policies and processes. For example, apart from scheduling information, they can find out if and how they can attend a course. The employee training manual will tell them which courses are offered for their department or whether they can take leave to participate in a conference.

A training manual can be part of the employee handbook or a standalone guide. And keep in mind that **the training manual is not a static document.** You will continue enriching it with content as you add more courses and training events.

An employee training manual is useful to new and seasoned employees alike. New employees learn about the training they'll receive during onboarding. This takes some of the stress off, as they're reassured there's a support plan in place to help them become productive fast. Both existing and new employees can learn about upcoming training or explore optional training courses available, which they can complete at their own pace when their schedule is more relaxed.

Large companies often create training manuals to organize external or customer training, as well. In this ebook, we are focusing on using an employee training manual for internal corporate training.

The presence of an employee training manual is indicative of a workplace that supports **continuous professional development.** Whether you have a fixed training schedule or a library of eLearning courses that are accessible to employees any time they wish, a training manual is an indispensable guide that will get your employees excited about the opportunities ahead.

Modern employees place learning and development high on their requirements and expectations. Therefore, it's easy to understand why companies that take the time and effort to invest in training and offer their employees opportunities to expand their skills are ultimately rewarded. These companies report higher job satisfaction among their workforce, improved productivity, better employee retention, and, as a result, they're financially stable.





## **Chapter 1.**

### **Let's recap this chapter:**

*Continuous training and development is key to a happy and productive workforce. An employee training manual is a tool that can further reinforce a learning culture in your company and keep your employees engaged in training.*

*So, think of your employee training manual as your training bible — a comprehensive guide laying out everything about training, accompanying your employees in their learning journey.*

## Chapter 2.

# Why you should have a training manual

Investing in employee training will help you build a financially healthy organization with an efficient, future-ready workforce and low turnover rates. Employee training can have a lasting impact and bring positive change in your organization under one condition: it needs to become part of your company's identity. Training and development opportunities should be diverse and readily available to all employees, at all times.

An employee training manual can help establish the role of employee training in your company. Not only is it the best way to document and communicate training opportunities, but it can also motivate less engaged employees and get them to pursue learning and development initiatives. This chapter explores the different ways an employee training manual helps you achieve your company goals by turning your workplace into a lifelong learning hub.





## 1. Inform employees about training programs and policies

Your employee training manual should answer all your employees' training-related questions. The minimum information to include is a list of all available courses with their detailed description and schedule. Of course, the more information you offer, the better.

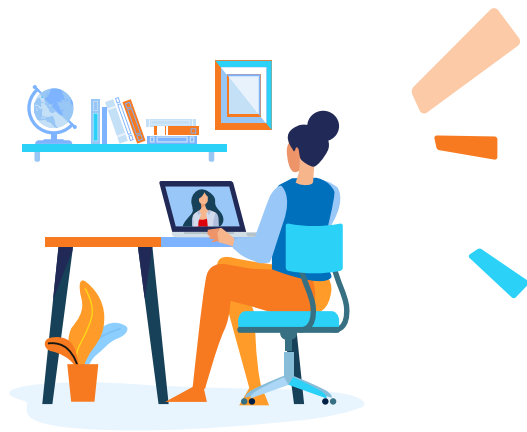
For example, be clear about **which courses are mandatory and which are optional**. Usually, compliance and job-specific training fall under the first category, while soft skills under the latter.

Another breakdown could be between **department-specific and company-wide training**. If your company is large and offers multiple programs, you can list your courses per department, so that employees can navigate the manual more easily. Then, you can have a separate section with courses offered across the company.

Synchronous courses, especially when they're mandatory, can become a problem for busy employees. However, with a training manual at hand, employees will know in advance when mandatory or synchronous training is taking place. This is a huge benefit as they will be able to plan and manage their workload better. This way, they will attend training without upsetting their schedule,

getting overwhelmed, or missing a course deadline.

In an employee training manual, employees will also learn about the procedures to follow, when required. For example, they might need to inform their managers first before joining a course. Or, they might be granted leave or more flexible work hours to participate in a training session.



## 2. Organize training and maintain transparency

Whether you're a large enterprise or a small business, a training manual keeps everything in order and also out in the open. To create and use a training manual template, HR and management work together to organize training events and resources, find opportunities for interdepartmental training, and share ideas that can lead to new and interesting offerings.

At the same time, all employees are aware of their options and the training courses that every department is entitled to. Employees shouldn't have to hear about a training course from a colleague from another department. Maintaining openness and

transparency in all aspects of the business will help you build a relationship of trust and honesty with your workforce.



### 3. Reinforce a culture of lifelong learning

Having a training manual spreads the message that training is part of your workplace culture and also of the experience working with you. Here are two examples of how an employee training manual motivates even unlikely members of your workforce to try new courses:

- Let's take Anne, a junior content writer, who reads in the employee training manual about an introductory course in digital marketing. It sounds very exciting and relevant to what she's already doing. Plus, the course is online and asynchronous, so she can complete it at her own pace.

She thinks "why not learn what digital marketing is all about since I can do it for free with no time commitment?" She, then, seeks advice from her manager, who encourages her to take that course. A few months later, Anne has added a new skill to her arsenal and is able to produce more effective marketing content.

- In another example, Greg is a rather shy customer support agent who feels comfortable speaking with clients only over the phone. That's why he takes the course "Speaking to persuade." Noticing an improvement, he decides to work on his negotiation skills, as well.

A few months later, after completing a sales training course, Greg leaves the customer support department and starts working in sales. At the same time, this journey of self-improvement, which also led to a career change, has helped him become a more confident professional.

The moral of these (fictional, but very possible) stories? A training manual **reminds employees that L&D is always available in your company** and that there are plenty of opportunities for career and personal development. If you follow through with benefits and accommodations for those who participate, as well as support and guidance from management, your employee training manual will be the glue that ties training together.

### 4. Streamline onboarding

When a new employee joins the team, the HR department gets very busy preparing the paperwork and, most importantly, orientation and **onboarding activities**. You probably know that the honeymoon period for new hires often comes abruptly to an end. **Turnover rates are reaching 50%** during the first 6 months of employment. So, if you are going to onboard new hires, you'd better do it right.

A training manual is a valuable tool for HR, management, and new employees alike, as it can put the training part of the onboarding chaos in order. With the employee training manual as their “cheat sheet,” HR and managers can create a training plan that matches the new employee’s experience and position. A good onboarding plan will help new hires transition to their new role more easily and become productive faster.

For your new employees, a training manual can be motivating as much as it is informative. On the one hand, new hires will know what to expect during their first months in their new job. They will also learn about further opportunities that await them after they complete their basic training.

On the other hand, a training manual provides tangible proof that there’s a tailored training plan in place for them. What better way to help a new employee feel welcome and excited about their future in the company? Again, the benefit for you is substantial, as getting on the right foot with new employees sets the ground for a long-term collaboration.



## Chapter 2.

Let's recap this chapter:



***An employee training manual helps you organize and streamline training and onboarding across your company. It also offers employees a concrete picture of your training offerings and plays a key role in establishing a lifelong learning culture. So, the real question is, why shouldn't you have a training manual?***



## **Chapter 3.** How to write an employee training manual

An employee training manual is the documentation of your training plan. As such, creating a training plan and writing an employee training manual are two jobs that are often done side by side. Even if you have been offering training for a long time, this is an excellent opportunity to re-evaluate your training needs and re-organize your training strategy accordingly.

Up next, you'll discover the process of writing an employee training manual. We'll start from the preparatory phase, which is examining your training needs, and go beyond creating the final version of your training manual.



## 1. Re-evaluate your training needs

You might already have training in place, or you could be starting from scratch. Either way, before you start working on your training manual, it's a good idea to re-evaluate your training needs. You might discover that you need to revamp existing courses and eliminate a few or add more to the list. Some places to look for to identify your training needs are:

- **KPIs.** Checking your KPIs is a trustworthy way to get a first idea of employee performance. People or departments that are not reaching their goals might need training. You could use a [skills gap analysis](#) to identify specific areas for improvement.
- **Performance reviews and informal discussions.** This is how you'll learn what numbers can't always tell you. Ask employees how they feel about their performance and where they need improvement. Don't wait until the annual performance reviews. Keep your door open for employee feedback and initiate these types of discussions to prevent drops in productivity and piled-up complaints.

- **Job observations.** Employees and managers can't always recognize issues and opportunities for growth. In that case, job observations will show you how different departments are working. Unearth inefficient processes and problematic lines of communication.
- **Employee records.** Repeated accidents in the warehouse, for example, mean ineffective or insufficient safety training. Frequent absences indicate low engagement. Anything that seems off needs to be discussed and possibly solved with employee training.

### Other factors to consider:

- **Industry-specific training needs.** Think about any industry-specific training your employees might benefit from. For example, a tech company needs to be on top of technological developments and offer relevant training early on. Anyone working in the health industry undergoes rigorous compliance training to comply with health safety regulations and protocols.
- **Company culture.** Is your organization an inclusive workplace? If you're running a big company, make sure people of all ages, ethnicity, etc., are treated equally and feel respected and appreciated. Inclusion and diversity training, in addition to a strict anti-discrimination policy, will help everyone feel safe and comfortable at work.



## 2. Assemble a team to create the employee training manual

Writing an employee training manual is a lot of work. Below you'll find the list of people who need to get involved to achieve the desired result — an informative, engaging, and professional-looking training manual.

As a rule, having a training manual template will help everyone in the team stay on track and create a work plan. If you're developing your own training courses, most of the professionals below will also be members of your Learning and Development team.

Here's who needs to be on your team, and why:

- **Content writers**, to develop well-written course descriptions, and clear instructions and policies.
- **Subject Matter Experts or instructors**, to help your writers create content when specialized knowledge is required and to cross-check the accuracy of the end product.
- **HR and management**, to determine and communicate policies, such as requirements to attend a course and any special conditions or benefits that may apply.

- **Graphic designers**, to enhance visual design and create sneak peek videos and engaging content that will turn your manual into an intuitive training guide.

## 3. Develop your learning objectives

After re-evaluating your training needs, it's time to get to work with your SMEs and content writers to develop the learning objectives of each course. Learning objectives, which are part of your course descriptions, are key to drawing employees in. Closely related to your training needs, the learning objectives should reflect **how a course will address skill gaps and improve employee performance**.

If you're writing the learning objectives on your own, here's a little heads-up: they might already be under your nose! For example, job descriptions often contain all the information you need to craft targeted learning objectives. If a prerequisite for a job is to handle customer complaints, then this should be reflected in your learning objectives, as well.

You could say, *"After completing this course, customer service employees will be able to answer complicated product-related questions, handle difficult customers with ease, respond to customer complaints faster, etc."* Remember that the result must be obvious, and expressed using active verbs.



## 4. Include short but informative course descriptions

Mystery and surprises don't work well in employee training. Since the employee training manual is often where employees will learn first about a course, a description is essential to tell them all they need to know. However, your course description needs to be informative and comprehensive without being wordy.

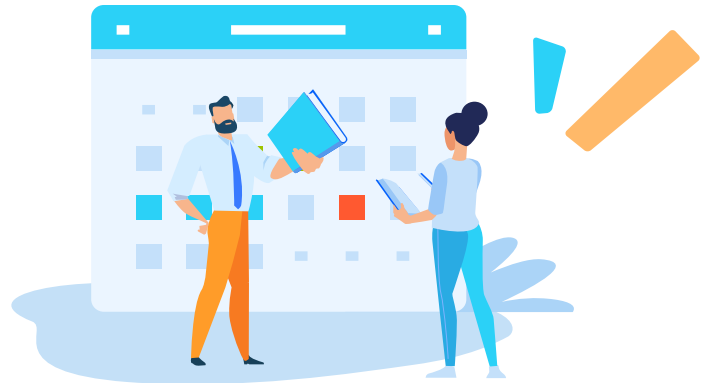
First, you need to lay out the **learning objectives** for each course. This will also help employees single out optional training courses that interest them. Include a detailed **schedule** with the learning material for each session and the meeting dates for synchronous sessions if you know them in advance. Be very clear about additional information, like eligibility criteria, benefits, and attendance requirements.

You'll find more details about what to include in your course description in the training manual template we have prepared for you in chapter 5.

## 5. Share your training manual

Next, upload your brand new training manual on your [Learning Management System](#). Your LMS is the best place to share a training manual, especially if most of the courses take place online. Another option is to incorporate the training manual into your employee handbook.

Once you've found the right place for your employee training manual, let employees know about it. Share the news via an email and arrange a brief presentation to go through it together, answer employee questions, and create excitement.



The development of an employee training manual signals a change in the learning culture in your organization, so it should attract the appropriate amount of attention.

## 6. Update the employee training manual as needed

A company grows and evolves to stay current with industry and technology advancements and accommodate a growing number of clients and employees. New business needs mean that you might need to equip your teams with new skills.

As these changes occur internally and externally, your training strategy needs to change accordingly. Therefore, when you create new courses or update existing ones, make sure to document these changes in your employee training manual, too.





## Chapter 3. Let's recap this chapter:



*The development of an employee training manual is also a chance to re-evaluate your training needs and strategy. In addition to your in-house HR team, reach out to Subject Matter Experts, content writers, and graphic designers.*

*Pay attention to your course descriptions and learning outcomes, as these should reflect the benefits of training to motivate employees. And finally, don't forget to update your training manual to reflect the current opportunities for training and development.*



## Chapter 4.

# How to make your employee training manual engaging

Above all, an employee training manual needs to be practical: both informative and easy to browse. If “practical” sounds boring, you’re about to change your mind. With some smart tips and help from your creative team, you can write an employee training manual that leaves next to zero questions and creates excitement.

Here’s how to do it:



## 1. Make it digital

Let's all agree on this: the chances to engage employees with a long, printed training manual are very limited. Images and colorful designs can make things more exciting. But, still, this can't be compared to what you can do with a digital training manual.

There are many practical issues with printed documents as well. A printed training manual takes (unnecessarily) physical space. Most likely, employees will cram it in the back of a drawer and forget about it. Paper waste is also another argument against printed manuals.

On the other hand, a digital training manual can be enriched with many **different types of content**, like videos and animated infographics. Using these, you can not only create more engagement than with plain text but, in some cases, communicate your message more effectively.

For example, you can't beat video when it comes to telling your company's story or prompting employees to join a course. In addition, digital content is much **easier to navigate**, thanks to a clickable table of contents and the search function. Plus, it goes without saying that it's eco-friendly, too.

## 2. Keep it organized

This is one of these cases where keeping it all neat and tidy is actually more fun than going with a "creative chaos" approach. Your employee training manual needs to be well-organized so that it makes sense and employees can easily find what they're looking for.

For example, you could **list your courses per category**. Whether it'll be by department, skill, or another characteristic depends on how many courses you are offering and how large your company is.

Also, try to ease employees in, just like you would do during a face-to-face presentation. This means you should offer some background information first. For example, you can briefly discuss your company history and goals for the future, or explain why training benefits the company and employees alike.

Then, you can add the list of available courses. And don't forget that creating a training manual template will help you organize your training manual better and ensure you don't leave anything out.

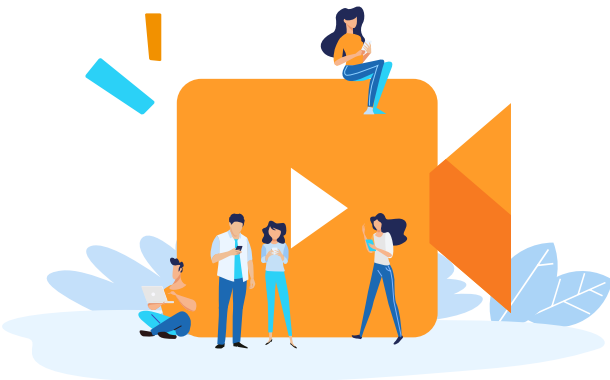
## 3. Be smart about your use of text

Inevitably, the biggest part of your training manual will be text. This is not a bad thing at all: text is very easy to skim when you need to find specific information. If you present each course with a video, for example, employees will have to take notes. This doesn't sound efficient at all.

Long blocks of texts, however, are the equivalent of long speeches — eventually, people will get distracted and stop paying attention. Therefore, it's best to organize your content into **short paragraphs** and use special characters to guide the reader through different sections.

For example, you can use different colors and bolds in the headlines as you move from one topic to another. With an exclamation mark, you can put the focus on paragraphs speaking about requirements to attend a course.

Be careful to use fonts and colors in moderation. Lack of uniformity will confuse the readers and make your employee training manual look unprofessional.



#### 4. Use video

Video is the next best thing to speaking directly to your employees. It's a great teaser to briefly introduce a course, but it can work well in several other parts of your employee training manual, too.

You can use videos for general information that employees need to know but don't have to remember in the cognitive sense of the

word. For example, you can create a video to talk about your company history and mission statement, future goals, and how training relates to all that.

Videos are also effective in motivating employees to take action. Ask employees to reach out to their managers and HR to find the right course, or to leave feedback for the courses they attend.



#### 5. Quiz your teams

Quizzes already? Yes, but the fun kind. Create quizzes and mini-games to help your employees understand which skills they need the most (e.g., negotiation or conflict resolution?). Employees can also take some tests to **measure their knowledge** and find the appropriate course level for them.

Quizzes are not supposed to replace the advice and guidance of their manager, of course. They're a tool to draw employees in and spark their interest. It's also a fun way to present optional courses you offer and match them with employees' preferences.

## 6. Add sneak peeks

Include a short video lecture or an “invitation” from the instructor, where they explain what the course is about and the type of learning material they’ve prepared for this course. The video in such cases is supposed to be complementary to the written course description, simply to establish a connection with future learners.

If you’ve prepared something unique for a course, make sure to mention it. Have you invited a special guest for a live training session or created an inter-departmental game or competition? Tell employees there’s a surprise in store for them and give them a hint to keep them guessing.

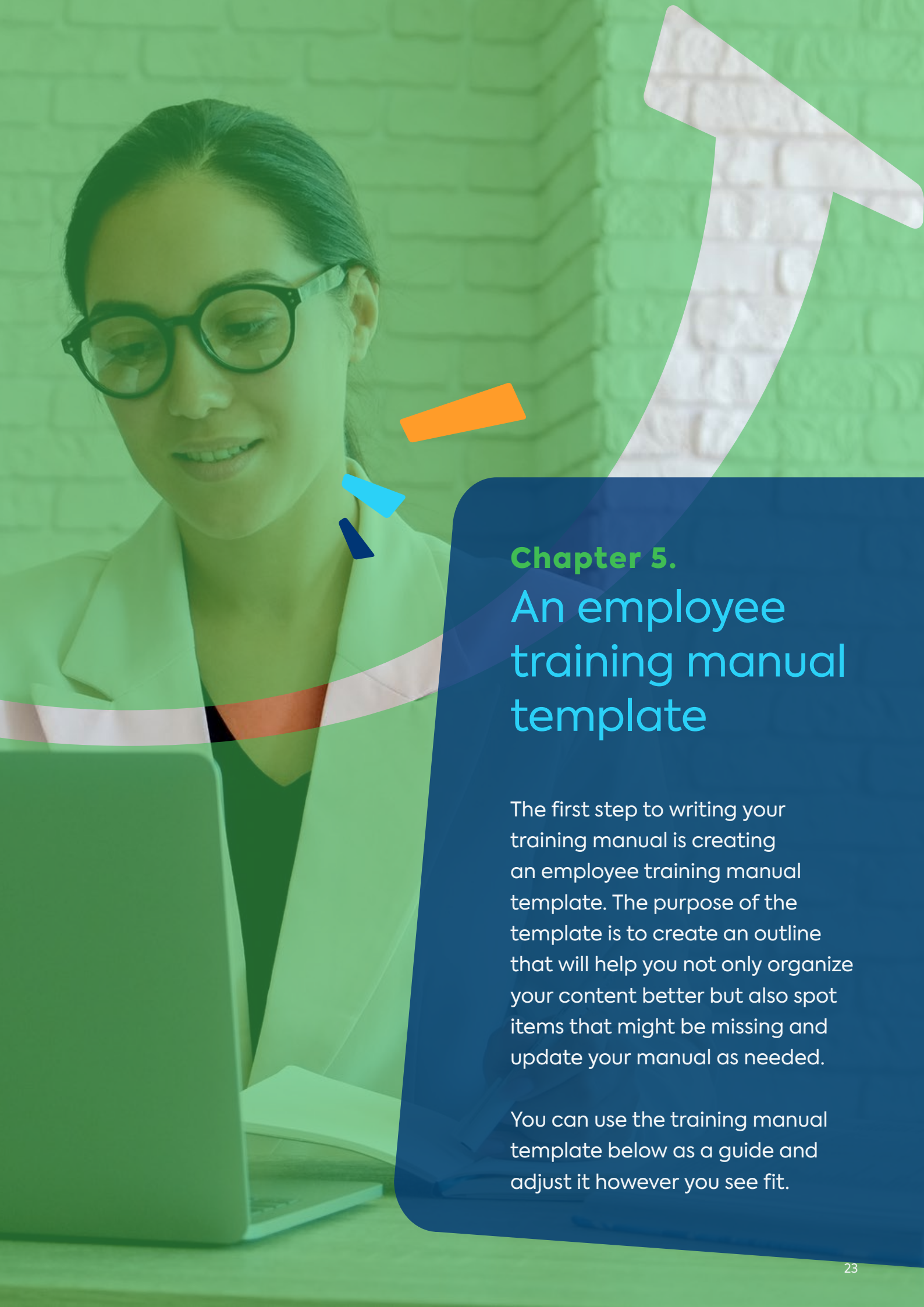




## **Chapter 4.** **Let's recap this chapter:**

***Forget about wordy, printed training manuals. Instead, create a digital employee training manual and add a variety of content to create engagement. The first step to success? Use a training manual template to have everything in place.***

***In the chapter that follows, you will find a template we've created for you, along with detailed instructions about what to include in each section.***



## Chapter 5.

# An employee training manual template

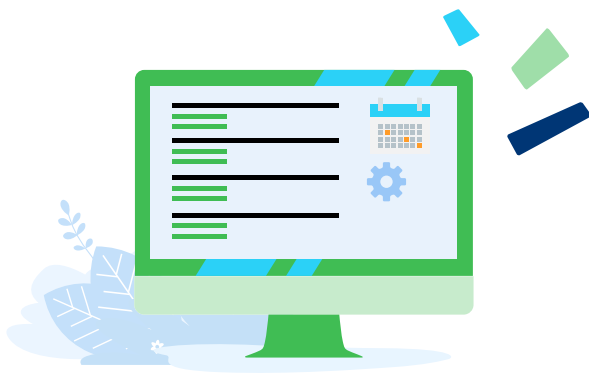
The first step to writing your training manual is creating an employee training manual template. The purpose of the template is to create an outline that will help you not only organize your content better but also spot items that might be missing and update your manual as needed.

You can use the training manual template below as a guide and adjust it however you see fit.

## 1. Eye-catching front page

Frontpage is like the first impression. Use a descriptive title so that people will know what this is about. Add your logo and brand colors to personalize your training manual and let the exploration begin!

If you're adding new courses regularly, you might want to include a "Last updated on..." or a similar note at the end so that people know it's a live document.



## 2. Table of contents

You can't have any type of manual or guide without a table of contents. Make sure that it's **dynamic**, in other words, clickable. This way, employees will be able to quickly find the section that interests them, click on the title, and get there instantly.

## 3. Company history

The employee training manual is a good place to talk about the past and the future of your organization. For this part, it's best if you use video instead of text. Video is more direct and lets you communicate your message much faster.

In a 5- to 10-minute video, you can talk about the vision behind your company, how you've changed and developed over the years, where you currently stand in the market, and what you want to achieve moving forward.



## 4. Employee training in the company

Next, discuss what employee training means for your organization. Each company has different reasons for investing in employee training. For example, some companies prefer to hire internally, so they upskill or reskill employees who show potential for or express interest in a job opening.

For others, employee training is a "necessary evil" to meet compliance regulations. Companies with a larger workforce need to deploy soft skills training, too. Enhancing conflict resolution or emotional intelligence skills is key for a workplace that runs smoothly without discrimination and tension.

As you describe what kind of training your company offers and why, make sure to highlight **what's in it for employees**, as well. There's plenty of common ground where your business goals and employee benefits meet.



In fact, employee training and development benefits employees as much as it benefits your company. Through continuous education, your workforce keeps their skills sharp and acquires new competencies. This opens the door to a better salary, more challenging roles, and new career paths. In your video or text, make sure benefits for employees take the spotlight while benefits for the company come second.

In this section, it's also useful to add any **training policies** your company has in place. You can mention which courses are mandatory for all, whether there are any courses that repeat, for example, on an annual basis, what's the training budget, etc. If there are many details and procedures your employees should be aware of, it might be best to link to relevant documents so you don't overwhelm people with information at this point.

If applicable, you can also introduce what kind of **tech you're using for training**. If most of your training takes place through an LMS, for example, it's a nice idea to mention that here, add some basic information, and link to a guide for more details where employees can familiarize themselves with your training platform.

## 5. Onboarding activities

Before you unfold your entire training and development plan, start with onboarding. Except for the job-related training, most onboarding activities are the same for new hires no matter their department or seniority level. So, list here everything you've planned for newcomers: welcome meal, office tour, a brief introduction to company policies, etc.

This is a good way to stress the importance of onboarding in the company and how much you count on the people that join your workforce.

## 6. List of training courses



This is the heart of your employee training manual, which should also occupy the most space. If you run multiple courses for different teams, it's a good idea to list the courses per department.

### The following elements should be in every course description:

- **Course overview:** Write an overview of the course, describing in a few sentences what it is about and the rationale behind creating it.
- **Course instructor:** Don't forget to introduce the instructors (many ready-made courses feature avatars). If a training session is run by an external trainer, it'd be good to include a mini-bio so that employees learn a few things about their background. Otherwise, if you're using in-house trainers or other team members, share their name, role, and department.

- **Learning outcomes:** Answer the big question, “What’s in it for me?” The learning outcomes should describe what employees will be able to do after completing their training. This is essentially the part that will help you “sell” your course.
- **Schedule:** When will the course take place and where? Will it be on-site or online? Synchronous or asynchronous? Essential information like this should be disclosed early on to help employees organize their workload and schedules accordingly.
- **Type of training:** Is this course mandatory or optional? Does it develop technical or soft skills? You should also mention whether this is one-off training, part of a training series, or a regular course that employees have to repeat once or twice a year.
- **Course content:** In this section, describe what employees will learn in each session and the learning material they’ll use. If the course has an assignment or a quiz on a fixed date, be very clear about that, too. Here, you can also add some details to capture employees’ attention. For example, you can mention whether the course is video-based, includes role-playing activities, etc.
- **Eligibility and instructions:** Explain who is eligible for this course and who is not. This might vary depending on experience level or department. Also, tell employees how they can register for the course — do they have to go through their manager or can they sign up directly?
- **Special conditions:** If an employee is entitled to get a few days of leave to attend the training, make sure to mention it.
- **Sneak peek:** Nothing more engaging and informative than a quick look into the course or a message from the instructor. For better engagement, use a short video.



## 7. Quizzes

If a course requires some preexisting knowledge or if it’s offered with different difficulty levels, employees might need some help deciding. Add a quick quiz right below the course listing so they can **gauge their level** before they discuss it with their manager.

If you prefer, you can create a separate section with more generic quizzes to help employees choose the courses that will suit them best. This works best with soft skills training where personality traits are the decisive factor.

## 8. Meet the team

Meeting the team is always fun. Here, you can upload the short bios of instructors,

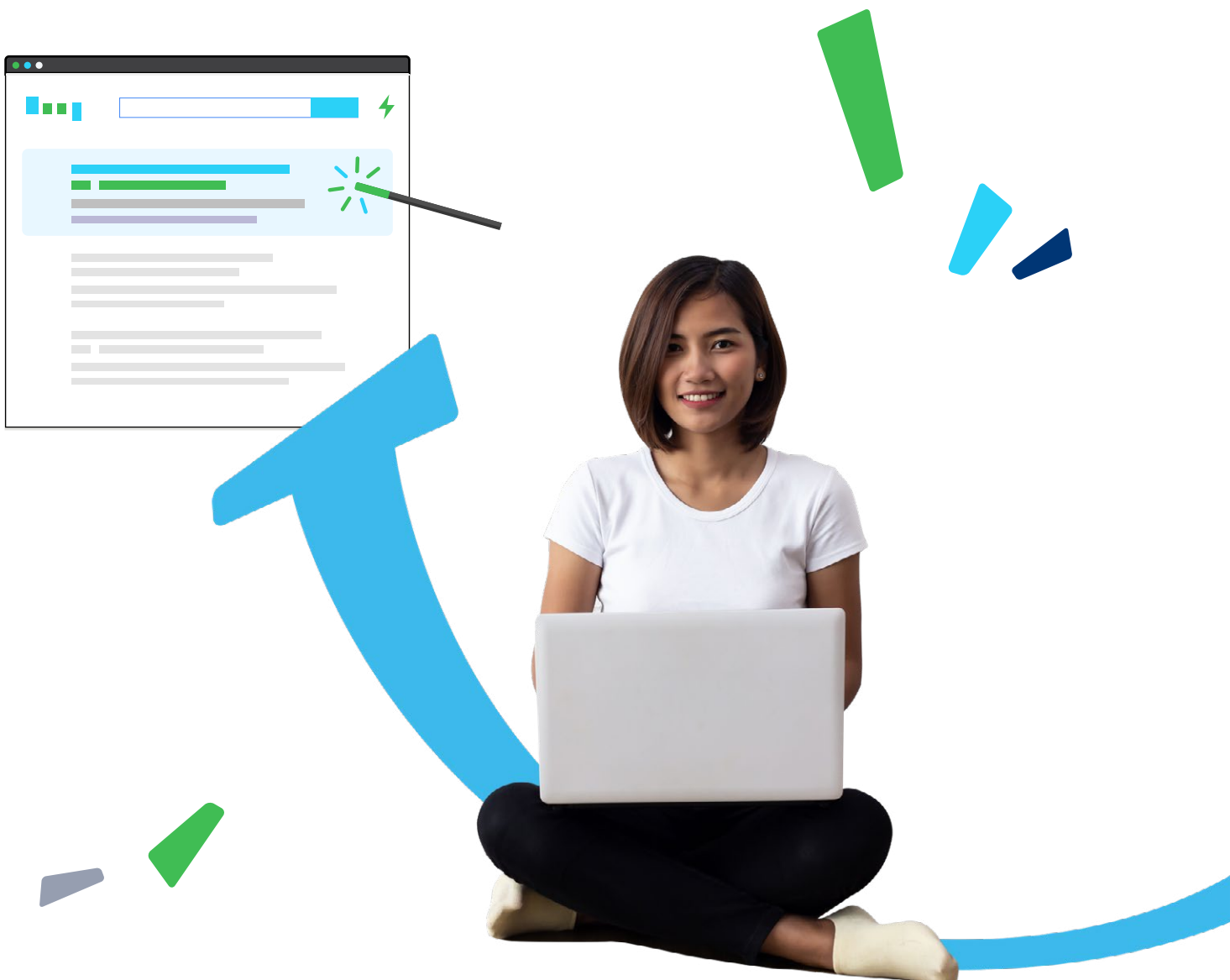
SMEs, graphic designers, and anyone who has in any way contributed to developing employee training overall and the training manual in particular. Add a quote or a personal statement to make it more interesting. Even better, create a brief “behind the scenes” video that shows your L&D team in action.

Employees should know who’s behind training and development in your company for reasons of transparency. At the same time a “meet the team” section is an excellent way

to say thank you and acknowledge the hard work done, and also to add a more personal note to your employee training manual.

## 9. Final message

Encourage employees to seek advice from their managers and the HR department to create the most appropriate training plan for them. Don’t forget to mention that you’re always open to feedback and suggestions for new training courses and improvements in the process.



## And with that, your training manual template is **complete!**

Here's a brief checklist that recaps everything we've discussed in this chapter about how to build your own employee training manual:

<b>Frontpage</b>	Title of your manual and company logo
<b>Table of contents</b>	Clickable table of contents
<b>Company history</b>	How did you get here? What's your vision for the future?
<b>Employee training</b>	The link between employee training and company vision, as well as benefits for employees and useful company policies
<b>Onboarding</b>	List of planned onboarding activities for new employees
<b>List of courses</b>	Course description, instructor information, learning outcomes, schedule, type, content, learning material, eligibility criteria special conditions, sneak peek
<b>Quizzes</b>	Quizzes to gauge knowledge level and choose the best course
<b>Meet the team</b>	Brief video and short bios
<b>Final message</b>	Feedback and call to action

## Chapter 5.

### Let's recap this chapter:



*Our training manual template can be used as a checklist to write a well-organized and comprehensive employee training manual. Key points not to miss are a clickable table of contents, an introduction to your company, and a detailed course listing.*

*Quizzes, an introduction to the L&D team, and an invitation to join training are optional, but will add character and personalize your employee training manual further.*

## Conclusion

The younger generations of employees, Millennials and Gen-Zers, as well as the integration of technology into the workplace have rendered employee training a top priority for small and large organizations alike. As a part of a well-coordinated training strategy, an employee training manual is a valuable addition that informs and motivates employees.

A training manual answers your employees' key questions about your training offerings, helps you streamline onboarding and engage new hires, and creates opportunities for all employees to explore new options. At the same time, it can help your own HR team and managers to better organize and continually evolve your corporate training strategy.

If this is your first time creating a training manual, grab the chance to re-evaluate the skill gaps in your company, gauge anticipated advances in your industry, and revamp your entire training strategy. For better results, seek the services of specialized professionals. Content writers, Subject Matters Experts, and graphic designers will assist your in-house staff in creating an employee training manual that's informative while it creates enthusiasm and anticipation, too.

Living in a digital era, your employee training manual couldn't be anything else. Creating your manual in digital format allows you to experiment with different types of content, such as quizzes and videos. Using a variety of content, you can send your message more directly, avoid overloading employees, and even assist them in choosing a training course.

Don't know where to start? How about creating a training manual template to document an outline of everything to be included? The template provided in this ebook is an excellent employee training manual example you can use to create your own training manual. Not only will you keep everything organized but also you'll have a starting point every time your training needs change and you have to adapt your L&D strategy.



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