**Training manual structure template**

1. **title or heading of subject/course/department/job training**
2. **index, timetable, programmed**(especially itemizing training content and elements)
3. **training policy or policy summary**(and reference to full current policy document - emphasise issues about equality and employment/discrimination law)
4. **introduction/definitions** (manual structure and glossary, terminology, training design rationale, etc)
5. **aims, expectations, measures** (setting the scene - explaining what will happen - mutual expectations and standards - the Kirkpatrick model is useful for this)
6. **use of manual** (how the manual works and how it relates to the training and the job)
7. **training methods, support, media, materials** (the training formats and options, tutors and support)
8. **training content/elements** (itemised and presented in logical sequence and in suitably sized elements for delegates' learning ability, and reflecting the order of training activities and delivery - see example formats below - again see Kirkpatrick's model which can be used as a structure for each element - and also see the VAK learning styles and Kolb learning cycle/styles model, both of which are helpful in ensuring delivery formats meet needs of all preferred learning and communications styles
9. **ongoing learning and follow-up** (especially help with practical implementation - optionally this section can be included after each training element, which is preferable where content is extensive or complex - include any relevant information to help and encourage learners to apply new capabilities and to continue learning)
10. **bibliography and references** (further information sources - again optionally this section can be included after each training element if more effective for delegates)
11. **copyright and authorship information** (as appropriate - obviously more significant for externally provided training)