|  |  |
| --- | --- |
| **Training manual Template Structure** | |
| skill/ability/area to be trained - definition |  |
| purpose/relevance of capability |  |
| element or part of area to be trained - definition |  |
| purpose/result/aim of training element |  |
| required standard or parameter |  |
| current knowledge or ability |  |
| activity or exercise |  |
| tools, equipment, materials |  |
| timings, venue, person responsible |  |
| notes, diagrams |  |
| completed |  |
| references/further info |  |
| follow-up and measurement |  |

additional sections/items

* **trainer's checklist/inventory**

(all materials and equipment required for course/training - including clarification of anything open to interpretation or confusion)

* **trainers content notes**
* (for the presentation of each section including options and alternatives for different learning styles, levels of ability, and anything relevant, useful or potentially arising in delivery - not restricted to contingencies but also extending to tips and ideas for improving delivery, enjoyment and learning transfer - ideally a growing resource of trainer's help in running the course or programme, assuming a trainer is involved)
* **master copies of trainee notes and handouts** (in case of loss or omission or spoiling, and where no copying facilities exist then ample spare copies should be part of the checklist/inventory - web addresses or links can suffice instead of hard copies where materials are organized and available reliably online)
* **trainer's course/training management notes** (regarding venue, domestic arrangements, travel and accommodation info, etc)
* **trainer's contact points** (for trainer's clarification or assistance with any aspects of course/training delivery - typically an expert or department directly involved in designing the course and/or responsible for the function in which technical content resides in the organization or training provider)