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**Employee Training**

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Page 2 Contents

**Employee Training  
Manager User  
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session. Instead, this training manual will be used as a self-study tool. While most of the guidelines also hold true for a training manual that compliments a stand-up or Internet delivered training, the

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focus of these guidelines is on a self-study manual. For more information about an instructor-led manual, see the Appendix. Pre-requisite Skills

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The pre-training survey should be conducted to gauge participants' interests and needs; the activities in this workshop should be based on the results of the survey. Workshop

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planners and facilitators should review the Materials section in each session to determine all the materials they will need. Sample PowerPoint slides are in Appendix C.

## **Human Resources Management Training Curriculum**

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