TRAINING MANUAL TEMPLATE

1. **introduction/definitions/scope**

(purpose and reach of policy)

1. **cultural/philosophical**

 (values, vision, ethos, guiding principles, etc)

1. **legal**

(health and safety, discrimination, etc)

1. **people**

(where people stand in organizational priorities, input, care, compassion, etc)

1. **methods**

(of T&D, career development, succession, recruitment and selection)

1. **systems/tools**

 (for T&D - training manuals, media, knowledge and information management, responsibilities, etc)

1. **process/operations**

 (how T&D relates to operations)

1. **financial**

 (planning, budgets, prioritisation, etc)

1. **responsibility/authority**

 (how T&D is managed, enabling voluntary and extra T&D)

1. **social responsibility**

(CSR, ethics, environment, sustainability, diversity, etc)

1. **review and measurement**

(of T&D, accreditation, qualifications, independent audit, etc)

1. **scale, geographical and timing factors**

(can be appended and flexible - relevant to the policy and situation)