

*Employee training manual is a guide to plan the employee training process in most effective way and it is prepared by human resource department of the organization.*

**Company Name Here**

Address line 1 address line 2
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**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE TRAINING MANUAL

**INTRODUCTION**

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**TRAINING TASKS**

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**INDIVIDUAL RESPONSIBILITIES**

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**PERSONAL APPEARANCES**

Sample Text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here. **DRESS/UNIFORM REQUIREMENTS**

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**CUSTOMER CARE**

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**CASH PAYMENTS**

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