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Learn how to create the best training manual and help employees become more productive using Bit.ai. Read... If your company is like a machine, your employees are the engine that continues to work. However, sometimes the engine requires a little refinement and oiling to continue working smoothly. This fine-tuning is what training is all. Employees, new or old, need continuous training to be in tune with the latest skills. It is important for them to continue to evolve and understand the latest practices, technology and cutting-edge tools to perfect their craft. It is not necessary to take our word for it, however, to take a look at the results of a study conducted by "The American Society for Training and Development (ASTD)," which collected training information from over 2500 companies and found that companies offering complete training: Have a higher income of 218% per employee than those with less complete training Have a profit margin of 24% compared to those who spend less for training You will have a return of 6% higher shareholders Then, how do you make sure your employees stay on top of all training, learning and development? The answer is, using a training manual. In this blog, we will tell you everything you need to know about training manuals and how to create them. Let's start! What is a Training Manual? (Definition) A training manual is a guide that teaches new employees on a company and its processes. It plays a critical role in employee training. While, existing employees can grow and know new systems, tools or software using training manuals. These manuals help employees grow continuously and improve their work, but also directly influence the company's bottom line. They can help increase employee efficiency, expertise, productivity and global profits. But what role does a training manual play in the general training of employees? Let's go in and find out. Why are training manuals important? Employees who are not constantly learning or renting new ones who do not know the tools, apps, software or machinery used by their company can become unused in their work. This distrust often leads to poor job satisfaction and increased employee turnover. In the end, both the employee and the employer get hurt. Statistics are there to prove it: 40% of employees with poor training leave their job within the first year. 74% of employees believe that they did not achieve their full potential for work due to a lack of development opportunities. 72% of employees even contribute financially to its formation. 68% of workers say that training and development are the most important business policy. Only 15% of employees worldwide are committed. More than 500 billion dollars are lost each year due to employee distrust. Statistics are never ending. The problem is real. Employees want to grow and refine their skills through regular training and development opportunities. Away for companies to start this very necessary process is the realization of an impressive manual of business training or training guide. Let's go straight to the point and see what are the most important elements of a perfect training manual! Read more: How to write a Stellar instruction manual Create the perfect training manual by following these steps: In order to create a training manual that is not only informative but interesting to read, you need to have a plan in place. We put together some key points you need to keep in mind to create the best workout manual. 1. What is the goal? The first step in creating an effective training guide is to have a clear goal in mind. What is the purpose of creating the training manual? What business goal is supported by the training manual? What activities should be included in the training manual? Answers to questions like these will help you understand the main goal of creating the training guide. After training is complete, employees must be able to perform tasks for which the training manual is created. 2. Get help! Writing a training manual is not an easy task. You can't be random about it. Your employees are relying on you for help as their entire work could depend on the information in the training manual. A good way to make sure you don't miss or write bad some critical information is to get help. Collect your peers and start working on a training manual in collaboration. A person may be responsible for writing it, while others seek information, organize information, or create visual goods for the manual. Read more: How to create a customer service training manual easily 3. Think about what you want to include... To create an effective training guide, you need to have a good idea of what kind of content you want to include in it. Complete all information, knowledge, process, control lists, etc. that must be included in the training manual. Make sure you are thorough with each point and have everything you need to write a training manual. Never, ever, count on your memory! Even jumping a small step can lead to confusion among your readers. For example, forgetting to tell the reader an important switch in a piece of new machinery, not only can it be misleading but can also be dangerous. 4. Keep your audience in mind. A common error undertaking when carrying out their training manuals is to ignore their intended audience. The content of the training manual depends directly on the type of audience that reads it. If your training your employees on a new tool no one used before (or formation of new rentals), then go deep with explanations and describe the steps precisely and clearly can help them quickly grasp knowledge. However, if you are teaching them some additional features of the software they already use, there is no need to go all-in from scratch. Keeping in mind your audience will give you an idea of how how specific it is necessary to be throughout the manual. 5. Organized! Once you have an idea of what information you want to include in the training manual, it's time to organize that information, highlight the flow of the training guide in chapters, sections or parts. Make sure the training manual is in a regular stream and covers all the steps deep from start to finish. Organizing information is important to avoid confusion and make it an easy reading for the public. 6. Add a content table. Adding a content table to the training manual is a must. If the training manual is heavy on pages, the importance of having a content table increases exponentially, the content table provides navigation to the reader and helps them to go into a particular topic quickly, this is particularly useful when employees have to return to the training manual to update their memory on a particular topic, helping them save time and effort. using a document editor that automatically creates a content table along with subvoices is a good way to achieve this. 7. Summarize each section, ending each section of the training manual with a summary can do wonders for your employees. They can quickly get a recap of everything they have learned so far, which helps to save a lot of time and effort. try to highlight only the most important information from the chapter/section that people should take away. to learn more: how to create an interactive pdf in minutes how to make your training manuals interactive? Let's face it, training manuals are well, boring. They are full of text and are not very engaging. studies have shown that we can get the sense of a visual scene in less than 1/10 of a second! at the top of this, images are processed 60,000 times faster in the brain than in the text. it is clear- images and videos convey a communication experience richer than text-heavy content alone. making your training guides interactive with training videos and audio lessons can be a great way to improve engagement and generate interest among employees. However, most document editors do not allow you to add videos or audio to your documents. Don't worry, we have covered you with a clean make-up to add audio, video and various kinds of interactive content to your training manuals at the end of this blog. add quizzes to the end! at the end of each main section of the manual, add a short quiz or learning activity to measure employee learning and retention. you can add multiple choice questions to quick focus or fill blank spaces to make learning immersive and include answers to these quizzes in a separate section so that employees can measure their learning and see if they need an update on a particular topic. 2. Ask for feedback. Since training plays a crucial role in the working life of each employee of the organization, it is important to continue to improve the training process and the material to make it even more perfect. Therefore, always ask for their honest feedback and suggestions on how to make training more effective. You can conduct a feedback session after the distribution of training guides or include a section at the end of the manual for employees to write in their suggestions. This is an important step as it helps you create the perfect training manual and ensure that manuals are beneficial and productive for everyone in the future. Read more: Employee training software for more efficient employees! Create Manuals training the right way with Bit! After learning on all key points to include in the training manuals, we know you're itching to go ahead with the job of creating one. However, what good is knowledge if you do not have the means to unfold it? This is why we would like to introduce you Bit, the smartest document collaboration tool to create training manuals and other digital work documents for free! Bit is a new-aged cloud-based document collaboration tool that helps teams create, manage and track workplace documents including training manuals, fact sheets, sales decks, project proposals, ebooks, case studies, employee board documents, multimedia kits and many more. Bit helps make sure your workout manuals are more than just boring text and images. In addition to allowing multiple users to collaborate on a training manual, Bit also allows users to add any kind of rich media like YouTube video, Google Docs, One Drive Excel Spreadsheets, GIF, Tweet, interactive graphics, etc. by adding a link that can be shared on an empty line. Bit will automatically turn that weblink into live visual content that lives on your Bit documents! Imagine how rich and interactive your training guides can become! Here is a funny visual diagram of how powerful Bit documents work: Read more: How to write project reports that "Wow" your customers Why create training manuals on Bit.ai? 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So, Bit lets you work with your colleagues for the training manual ready as quickly as possible. teamwork also allows brainstorming ideas together and get content and design people together in one workplace. bit allows teams to collaborate together, give real-time feedback, suggest changes and get done work faster. More importantly, say goodbye to back and forth! Create an interactive training manual and never see! In this digital era, you need more than one text to involve your readers. All other document editors limit your creativity only allowing you to incorporate text and static images into your documents. Since training manuals are long-term professional documents, having to read so much text can be boring and ineffective. That's why we can give you the power to add any kind of rich multimedia content, such as YouTube videos, Google Docs spreadsheets, PDFs, presentations, Spotify playlists, SlideShares, GIF, Polls, and Quizzes, etc. With Bit, you can create smart training manuals by incorporating hundreds of file types and making them dynamic and interactive. Users can also use Bit wiki features to connect important documents, making it easier to share knowledge. Read more: Employee development plan: What is it & How to Create it? 5. Perfect condition of the brand. Focus on content and leave Bit helps with design and formatting. Bit documents are completely reactive and look great on all devices, regardless of the size of the screen they display. With amazing patterns and themes, Bit training manuals provide you with the type of brand and texture of design that is not felt in the documentation industry. With a click of a button, the whole document can reflect a theme or brand color, etc. 5. 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Here is a manual bit training model: Bit Conclusions allows various types of marketing, sales, HR, technology, customer service, designers, etc. to work together, collaborate, brainstorming ideas, and create the best internal appearance and external documents quickly and easily. Since creating a manual of its not easy task- you need to search, write and design effectively to get the most out of it- Bit.ai allows teams to get the job done in half time and with more conviction. Have a great time crafting that training manual with Bit! If you need help, let us know in the comments below. Further information:

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