

TRAINING MANUAL

**FOR \_\_\_\_\_\_\_\_\_\_**

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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



**About Manual**

***Continue writing few lines about this training manual like how this manual will be beneficial for staff to improve their services. Continue writing few lines about this training manual like how this manual will be beneficial for staff to improve their services. Continue writing few lines about this training manual like how this manual will be beneficial for staff to improve their services. Continue writing few lines about this training manual like how this manual will be beneficial for staff to improve their services.***

***Training Manual Template***

**INTRODUCTION**

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**ROUTINE TASKS**

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**INDIVIDUAL RESPONSIBILITIES**

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**PERSONAL APPEARANCES**

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**DRESS/UNIFORM REQUIREMENTS**

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**CUSTOMER CARE**

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**CASH PAYMENTS**

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