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this guide has been developed specifically to assist student teachers who are practising teaching in a school classroom student teachers are expected to give their best in teaching students as a training manual serves as a central reference for learners providing them with essential information procedures and guidelines it ensures consistency in training delivery enhances knowledge retention and helps standardize processes across teams by having a well designed training manual you can teaching manuals are a collection of guides that lay out basic principles or best practices for teaching a specific subject or skill they cover all aspects of teaching from defining learning objectives and planning content for delivery to preparation of assessments or activities to measure learning outcomes a training manual is a written document designed to guide individuals through the process of learning new skills tasks or procedures it can be used in various contexts such as employee training 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