

How To Make/Create a Manual in Microsoft Word

RESTAURANT CUSTOMER SERVICE TRAINING MANUAL

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.2 TARGET AUDIENCE

1.3 DOCUMENT STRUCTURE

This manual is designed to provide a comprehensive overview of the training program.

2. GENERAL INFORMATION

This manual is intended for use by all employees and is subject to the **RESTAURANT POLICY**. It is not to be used for any other purpose.

2.1 DOCUMENTATION AND RECORDS

2.1.1 DOCUMENTATION

3. DOCUMENTATION

3.1 DOCUMENTATION

This manual is intended to provide a comprehensive overview of the training program. It is not to be used for any other purpose.

3.2 DOCUMENTATION

3.2.1 DOCUMENTATION

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Documented and recorded.

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How To Create A Manual In Word 201

Sebastian Brünink



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