

COMM CENTER

CREATE A TRAINING

MANUAL

TEMPLATE

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Note: This product provides information and general generic ideas for outlining you agency training manual. Professional Pride is not responsible for the correct management or supervision of any agency training or documents.

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Professional Pride, Inc.

DEDICATION

To all the hard working Managers and Supervisors of
Emergency Communications - who have the heart,
knowledge and desire but not enough time in each day
to do all that needs to get done.

WHAT IS A TEMPLATE?

Welcome to TRAINING MANUAL Template - just what is it? It's a way to ensure you are both organized and thorough. Busy professionals struggle to find the time and assistance to complete needed tasks such as updating or organizing a training manual. This is a great start for your agency to get this project done. We have provided a basic outline and you fill in the blanks. You may wish to go through the hard copy to familiarize yourself with the content, making deletions, corrections or additions as needed. Next download the Word files from the CD to your computer to begin working on the document.

This grouping of subjects is an excellent all-purpose beginning on a very large project. With this product your desire to provide your Comm Center with an adequate manual is now manageable and organized. We gathered common topic areas to provide your Design Team with a guide, the rest is up to you.

What is on the CD?

The CD contains Microsoft Word files – for Word 6.0 and above. Since these files can be changed, our numbering is simply a way to organize - final numbering is your choice. We provide an organized format, suggestions and

you define, refine and complete. You may want to download one section at a time. You may also duplicate the CD and distribute it for the Design Team to work on as an entire project.

About Distribution

This CD and book hold a Copyright and you have purchased a 'Site License'. This means that you can use this product for your agency for any length of time and for any purpose – however, reproduction or distribution for any other agency would be in violation of US Copyright laws.

A word about EMD

Many agencies use commercial EMD programs. These programs have clear procedures for call taking and dispatching medical calls. Many agencies build their own EMD after common principles of pre-arrival while following certain questioning for call types, high level training and quality control.

What are the benefits of using this product?

The benefits of having an up-to-date and complete TRAINING MANUAL are far reaching. The benefit of using this program is that there is nothing like it that empowers you to do what you need to do. Your attention to this project ensures that you are providing expert leadership, direction and