

**Product:** Clemson Ice Cream

**Plant Name:** Clemson's '55 Exchange Creamery

**Address:** Creamery, Newman Hall, Clemson, SC 29634

**Issue Date:** 8/19/2016

**Supersedes:** 7/20/2016

## TRAINING PROGRAM

### **Who:**

- The production manager trains all employees who work in ice cream production.
- The faculty advisor will be in production a minimum of once a semester, within the first month.

### **When:**

- At the start of employment of production staff
- Annually for refresher training
- As changes are made to personnel practices/procedures
- As needed for retraining if employee puts food safety at risk (monitored through the personal practice form)

### **What:**

- Before the first day of work, employees will be required to read the production-training manual. Then the production manager will train verbally and by hands-on demonstration during an ice cream production.

### **How:**

- Employees read the SOP program before training occurs and will be required to read and understand GMP requirements
- Employees may be verbally assessed for understanding of GMP requirements.
- Assess the trainee's understanding by observing as he/she performs the duties.

# How To Write Training Documentation

**SA Dillow**



## How To Write Training Documentation:

*Training Manual* United States. Army. Signal Corps,1923      **Training Manual** United States. War Dept,1923      **The Art of Technical Documentation** Katherine Haramundanis,1992 An explanation of how to gather dissect and understand technical information and how to organize and present it for the reader      **U.S. Army Training Manual** United States. Adjutant-General's Office,1922      **Engineer Training Manual. U.S. Army** United States. Army. Corps of Engineers Board on engineer troops,1917      **United States Army Training Manual** U.S. Adjutant-general's office,1923      How to Make Money Selling Facts Anne Hart,2003-05-18 Here s how to make money or a career out of selling facts to hidden and famous markets nontraditional markets and individuals in search of novelty cutting edge facts or historical facts come full circle How to Make Money Selling Facts is about offering facts as a front loading ancillary and a resource for gathering and offering information and resources Facts you can sell can be uncommon news results of research indexing publications finding trivia details research and findings on recruiting people for medical trials done by pharmaceutical companies to facts on ancient military strategies for historians and fiction authors or facts on success stories and corporate histories biographies and news on inside information interviews and trends You can find facts that are important to a few niche markets or to think tanks seeking trends in behavior or technology and you can sell the facts to trade journals professional associations corporations or institutes You don t have to be an expert to find facts just gather and glean the newest or oldest facts from experts from different sides Separate the facts from the opinions and sell the facts      **Manual Training Magazine** Charles Alpheus Bennett,William Thomas Bawden,1927      **Aviation Electrician's Mate 3 & 2** United States. Bureau of Naval Personnel,1970      *Aviation Machinist's Mate J 3 & 2* United States. Bureau of Naval Personnel,1971      **Manual Training Magazine** ,1899      *Aviation Boatswain's Mate F 3 & 2* Frederick W. Kraiza,1986      **Aviation Boatswain's Mate E 3 & 2** United States. Naval Training Command,1973      **Aviation Fire Control Technician 3 & 2** United States. Bureau of Naval Personnel,1971      *Document...* United States. National Guard Bureau,1926      **Aviation Machinist's Mate R 3 & 2** United States. Bureau of Naval Personnel,1970      Air Controlman 3 & 2 United States. Bureau of Naval Personnel,1970      *Aviation Ordnanceman 3 & 2* Naval Education and Training Program Development Center,1976      *Manual training and vocational education* ,1900      **Annual Report** Grand Rapids (Mich.). Board of Education,1923

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