

HR Documentation Training Package for a Manufacturing Workforce

Turning rough manager training content into a polished, reusable HR documentation training system.

[Portfolio Sample / HR Training System](#)

Project Snapshot

PROJECT TYPE HR documentation training / manager training package	PUBLIC CLIENT LABEL Manufacturing workforce HR training team	AUDIENCE HR training owner, managers and supervisors, HR facilitators
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Challenge

The source training content contained important manager documentation guidance, but it needed clearer structure, stronger visual hierarchy, and more practical training-day support.

Approach

Presentation Gorilla organized the rough content into a polished training system with a final deck, facilitator support, learner materials, worksheets, quiz materials, and print-ready files.

Featured Before/After Proof

The FACT Method documentation framework

A rough documentation concept became a structured framework managers can remember and apply.

Before What and How to Document

For attendance, performance, and policy violations:

- Follow the company discipline policy
- Start early. Make it a habit to discuss an employee's performance/behavior
- Do not wait, hoping issues will improve. They usually do not.
- Document the facts
 - Have a face-to-face discussion
- Be thorough. Ask yourself, if people outside the organization read the documentation would they understand the situation and the impact it had on other employees or the company.

After

THE FACT METHOD

What Good Documentation Looks Like

Use the FACT method to structure every documentation entry — positive or corrective.

F — Facts What happened? Document objectively — no opinions, no assumptions.	↑	A — Action / Behavior What did the employee specifically do or not do? Be precise and behavior-based.
C — Consequence / Impact How did it affect the team, safety, quality, attendance, operations, or the company?	↓	T — Timing / Next Step When did it happen? What was communicated? What is the follow-up or next step?

Proof angle: from scattered guidance to a reusable learning framework.

Featured example: FACT Method Framework. A rough documentation concept became a structured framework managers can remember and apply.

SUPPORTING EXAMPLE Why documentation matters	SUPPORTING EXAMPLE Disciplinary conversation structure
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Deliverables

Final polished training deck	Presenter guide
Participant handout	Learner quiz
Quiz master copy	FACT Method worksheet
Disciplinary conversation prep worksheet	Print-ready deck PDF

Outcome

The final package created a more organized and reusable training system for live facilitation, learner participation, and future delivery.

Proof-Kit Angle: Presentation Gorilla turns rough business content into structured, polished, reusable presentation systems.