## **Elite Enterprise Training Manual**

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this manual is comprehensively written in plain language in order to make the subject of business ownership operations and management simple to understand even to an ordinary beginner in business towards providing a firm foundation in business operations concepts and principles this manual utilizes a topic by topic question and answer approach so as to instill in trainees well built problem solving skills the results of our extensive research and experience in business operations are now available in actuality this is a complete professional business start up and operational business training manual that teaches you how to create or improve an existing or functioning business week by week sequencially

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the manual is made up of the following main parts which several sessions per main part and corresponding time duration the session guide present a summary flow for each session in the training programme it specifies the session objective methodologies duration of training session and suggested reference materials the set of reading reference material is a compilation of some available materials that may provide additional information for the facilitator trainer when preparing for the training activity

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