

the training and development sourcebook

second edition

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Training And Development Sourcebook

**Susan C. Patterson, Institute of
Management and Administration
(IOMA)**



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The Training Manager's Quick-Tip Sourcebook Susan C. Patterson,Institute of Management and Administration (IOMA),2002-12-16 The Training Manager s Quick Tip Sourcebook is a comprehensive guide that distills the best thinking and planning from experts in the field of training and development This handy resource offers you proven solutions to a variety of training challenges including quick steps for taking the pulse of your training programs analyzing training costs and identifying return on investment pitfalls In addition the book contains easy to use tools and strategies that tell you how to Build a solid training business plan Sell your training plan to management Conduct a quick and accurate needs assessment Compute training costs and ROI Understand and use e learning in the most appropriate way Translate training into performance improvement Expand your training department s reach in thoughtful and innovative ways

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