



# **The Training Manager's Quick-Tip Sourcebook: Surefire Tools, Tactics, and Strategies to Solve Common Training Challenges**

*Susan C. Patterson*

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*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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