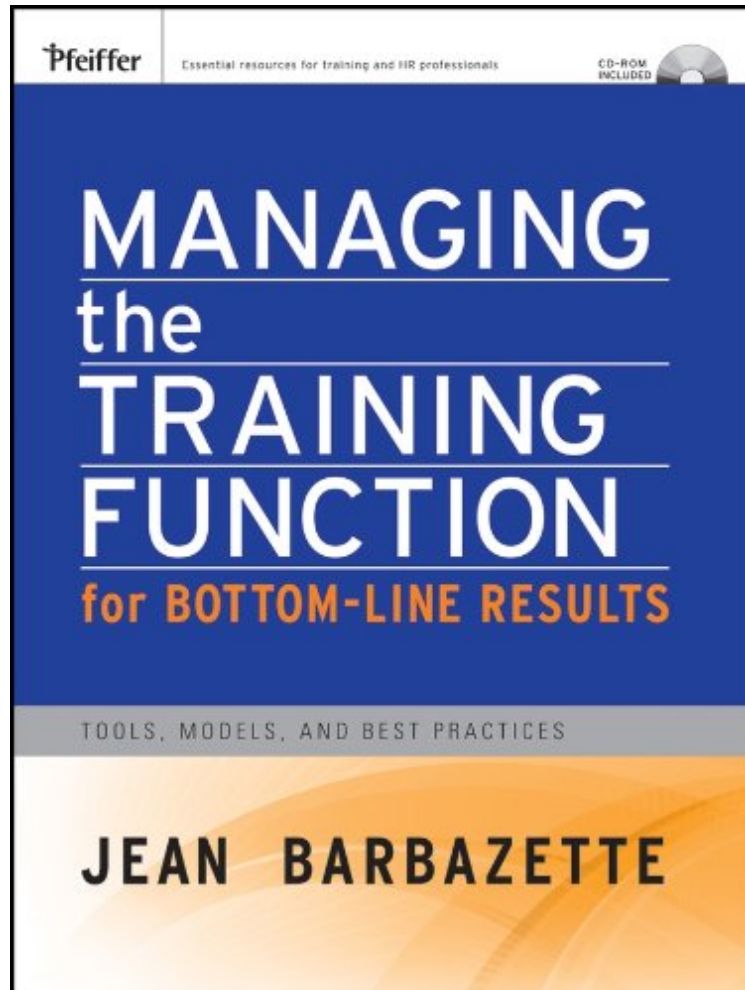


Managing the Training Function For Bottom Line Results: Tools, Models and Best Practices

Jean Barbazette

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This book presents time saving strategies, tactics, and a host of job aids to get the best result from the corporate learning function. It will serve both as a must-have reference tool and as a practical survival guide for workplace learning professionals who face unique challenges in accomplishing their responsibilities. Several strategies and tactics are offered to organize the roles and responsibilities of the training function. There's authoritative advice, too, for managing the function including staff management, communicating expectations, setting the learning agenda, coaching subject matter experts, hiring consultants and vendors, managing content, working with learning portals, setting up and managing a learning resource center, marketing and building internal support for training, and integrating learning into the business.

From the Back Cover
The hands-on survival guide for workplace learning professionals No matter what type of training you are required to produce, *Managing the Training Function for Bottom-Line Results* will help you assess, clarify, and develop ten key activities of the training function. Written by Jean Barbazette, an expert in the field of training and development, this book is filled with best practices, illustrative success stories, and practical ideas for moving the training function to the next level. No matter how large or small your training department may be, this important resource gathers in one place all the tools you need for effectively managing the function including staff management, setting the learning agenda, hiring consultants and vendors, managing content, creating and managing a learning resource center, building internal support for training, integrating learning into the business, and much more. The book also provides a unique opportunity to learn from organizations such as Maryland Transit Association, Baxter BioScience, the Utah National Guard, and University of Toyota. Praise for *Managing the Training Function for Bottom-Line Results* "If you want to improve the value of your training department and improve the capabilities of your organization, start with this excellent book." —Captain Richard Harper, Training Division Commander, SALETC/Public Safety Academy, Tucson Police Department "Managing the Training Function helps identify the desired versus existing training practices and also how to prioritize the list and work on factors critical to business first and then the least important factors." —Harpreet Ghumman, training manager, Hutch Telecom, India "I would like to recommend this book to everyone managing a training function, even if your training department has only a single person in charge, it will be of great help to you and your organization." —Patrick Maetens, manager training, Johnson Johnson Pharmaceutical Research and Development, Belgium
About the Author
Jean Barbazette is the president of The Training Clinic, a training and consulting firm she founded in 1977. Her company focuses on training trainers throughout the United States for major profit, non-profit, and government organizations. The Training Clinic has three international licensees in the Netherlands, Hungary, and Colombia. Prior books include *The Art of Great Training Delivery*, *Successful New Employee Orientation* (2nd ed.), *Instant Case Studies*, *The Trainer's Journey to Competence*, and *Training Needs Assessment*, all from Pfeiffer, and *The Trainer's Support Handbook* from McGraw-Hill. She is a frequent contributor to ASTD Training Development Sourcebooks, McGraw-Hill Training Performance Sourcebooks, and Pfeiffer Annuals.