

Templates for Managing Training Projects



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(Taylor Gleason)

TEMPLATES FOR MANAGING TRAINING PROJECTS



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American Society for Training & Development. Paperback. Book Condition: new. BRAND NEW, Templates for Managing Training Projects, Willis H. Thomas, ASTD Press, Organize your way to better training projects! Many of our training projects are derivatives of something weAEve done in the past. So, why would you reinvent the wheel each time you deliver a new training project? There is knowledge to be leveraged! Developing consistent forms can be difficult, but creating and maintaining a repository of training forms is the key to success. In this book you will find: o forms to help you manage all aspects of your training project o helpful information to guide you as you institute an information system for your training department o templates that help you deliver business results and business success o using good forms correctly can greatly increase productivity and consistency within a distributed network of project team members. It is easier than you think to get started. Just devote some space on a shared drive and drop in some common forms that everyone needs to use. Then all you have to do is create a good organizational hierarchy that is specific for your company and communicate the knowledge for everyone to share. YouAEll be on your way to project management success in no time!.



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