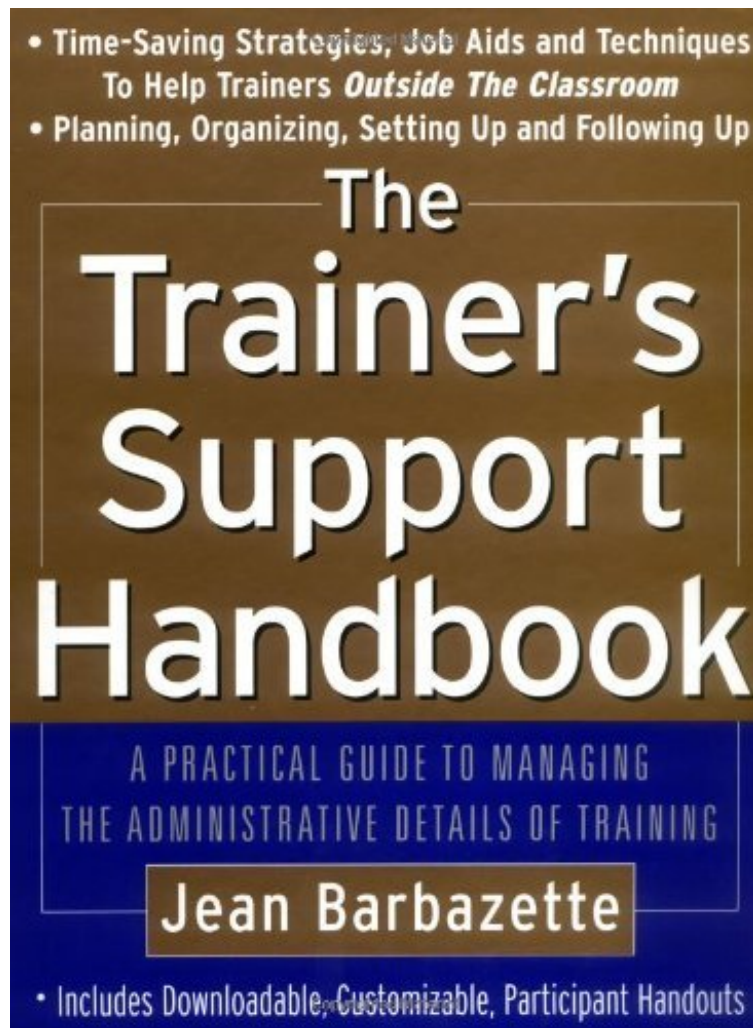


(Download free pdf) The Trainer's Support Handbook: A Guide to Managing the Administrative Details of Training

The Trainer's Support Handbook: A Guide to Managing the Administrative Details of Training

Jean Barbazette

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Jean Barbazette : The Trainer's Support Handbook: A Guide to Managing the Administrative Details of Training before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Trainer's Support Handbook: A Guide to Managing the Administrative Details of Training:

0 of 0 people found the following review helpful. Solid book with forms and checklistsBy Mark SmallwoodGood solid advice. A little dated, but still valid in almost all cases.5 of 5 people found the following review helpful. I Wish I'd Thought of This MyselfBy Les LauberI discovered Jean Barbazette's book about three months ago while doing a little bit of research on the topic of "job aids." I wasn't looking for job aids for myself, but I was delighted to find this gem. 227 pages of job aid are divided into 15 chapters and 3 appendices. Barbazette's motto seems to be "common sense, no

nonsense." Some 83 templates give the trainer and (maybe more importantly!) the trainer's support staff ready access to the key issues they encounter in their work. Topics include developing support for training, assessing training needs, hiring consultants, administering training, running a web site for training, budgeting.... None are surprising, but all are encountered by most training units quarterly if not monthly or weekly. Barbazette has managed to collect the core of things, though, that each of the training functions I have been involved with has managed to reinvent multiple times. Well, no more! With this in hand in just a few months I have saved myself (and the support team I work with) several dozen hours by using a number of these templates. I regret I didn't think of this myself. Sincerely, I do. Yet there is one thing I regret more--that I didn't find this book immediately after it was published. I can only imagine the time I could have saved in projects until now.

5 of 5 people found the following review helpful. A first of its kind - Extremely useful

By Layla Halabi

To my knowledge, this book is pioneer in its coverage of the 'support' aspect of training. Most training books are concerned with trainer's skills or style, learning, trainee behavior, etc. Barbazette, however, chooses to provide us with the tools and resources that we all need to run a hitch-free, administratively smooth training. The book is brimming with useful forms, resources and even downloadable utilities available on the Internet. It is arranged in a logical manner and it is easy to locate the material that you might need if you are searching for a particular form. Overall, this is a must for all trainers, especially new-comers and is probably an indispensable tool for any training department or function.

Simplify Training Support Tasks! Training professionals spend at least half their time away from the classroom tending to paperwork and performing support functions such as scheduling, registering and confirming attendance at events, preparing training rooms for instruction, evaluating the success of training efforts, and marketing training internally. Yet most books on training ignore these tedious but necessary tasks and focus on presentation skills. The *Trainer's Support Handbook* is the first book designed to simplify and speed up the administrative tasks that take up so much of a trainer's time. Based on leading trainer Jean Barbazette's train-the-trainer workshops, this book helps simplify tedious, time-consuming tasks so trainers can spend more time on training. The book provides dozens of worksheets, forms, checklists, and job aids can be downloaded from the Web and customized to meet the needs of your organization and your trainees. Time-saving worksheets in the book help busy trainers: prioritize responsibilities, get management support, assess training needs, select packaged training, keep courses up to date, hire external trainers and consultants, publicize and market training events, maintain a training web site, administer training events, set up off-site training events, run a corporate resource center, create a budget for training, and demonstrate training successes. And much more. The book also includes training room set-up diagrams, forms for participant feedback and more. The *Trainer's Support Handbook* is the definitive resource for today's busy, multi-tasking training professional.

From the Back Cover

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About the Author Jean Barbazette (Seal Beach, CA) is president and founder of The Training Clinic, a training and consulting firm. A popular presenter, she has conducted workshops at many national and international training conferences. She is the author of the best-selling, *Successful New Employee Orientation*.