



Training Budgets Step-by-Step: A Complete Guide to Planning and Budgeting Strategically-Aligned Training

Diane C. Valenti

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Training Budgets Step-by-Step is a useful guide that walks you through each phase of the process, so that you will have the information you need to develop a successful training plan and accurate budget that will get results for your organization. *Training Budgets Step-by-Step* gives you

- Clear-cut instructions on how to perform each step
- An illustrative case study that helps define every phase of the process
- Blank templates that you can tailor to your organization

Written by training expert Diane Valenti, the book shows you everything from how to conduct the data gathering process to help determine the types of training to create to how to present a completed budget^{3/4}one that aligns strategically with your organization's goals. Every step of the way the author provides a wealth of templates, worksheets, lists of questions to ask, action plans, flow charts, interview summary sheets, and other helpful job aids. *Training Budgets Step-by-Step* also includes a CD-ROM that contains the book's worksheets and templates that can be easily reproduced and customized.

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