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How to Write Terrific Training Materials: Methods, Tools, and Techniques

Jean Barbazette

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Now you can access Jean Barbazette's systematic process for creating winning training materials that will help raise your skills to the next level. The book is filled with easy-to-use tools and templates that answer all the questions trainers, course designers, and subject matter experts (SMEs) have about what it takes to develop training materials and how they can easily create the best training program in the shortest amount of time.

"Jean is a master at providing her readers with new ideas and innovative approaches to the art of delivering excellent learning solutions. Our field has gone through so many changes and Jean is on top of them and out in front all at the same time. Bravo!"

—Beverly Kaye, founder/chairman of the board, Career Systems International and coauthor of *Help Them Grow or Watch Them Go*

"Barbazette has done it again: she has made your job easier with step-by-step guidelines for developing training materials. Jean covers the entire process in her typical easy-to-follow manner, simplifying the complicated and making you the hero! Don't miss this one!"

—Elaine Biech, ebb associates inc. and author of *The Business of Consulting*

"Once again master trainer Barbazette has provided an elegantly simple, step-by-step guide to what can often be the most tedious part of the training process: writing training materials that support and expand a learner's results. Both seasoned professional and newcomer will find this an easy-to-follow guide and valuable resource to be used over and over."

—Eileen McDargh, president, McDargh Communications, and author of *Talk Ain't Cheap — It's Priceless*

"Barbazette is back to fill another gap in the training literature. This extensive work on how and when to write training materials is chock-full of templates and other tools. Systematic and thorough, this is an exceptional guide for those wanting to efficiently create successful training interventions."

—Jane Bozarth, Ed.D., eLearning Coordinator, State of North Carolina and author of *Better Than Bullet Points*

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