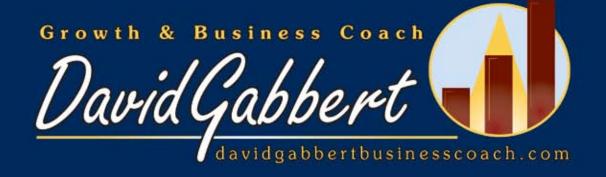
DEVELOP YOUR PERSONALIZED ACTION PLAN TODAY



Train For Productivity

WORKBOOK



WIN AT BIZ® WORKBOOK TRAIN FOR PRODUCTIVITY

A TEN E-BOOK SERIES

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Action Steps Workbook: Developing Written Training Programs to Increase Productivity

1.	serv abou wan Iden cond bene	t, develop a generic informational training manual about the company that will e as an introductory training tool for all your employees. Include information at what the company sells, who the company's customer is, what the customers t and value, what actions build the brand and who makes up the competition. It if you want to also include human resource information such as effit programs, expected conduct, disciplinary actions, etc. Make notes below as to t you would like to include in your introductory training manual.
2.	such for a	elop a written training program for each category of positions within the company, as sales, customer service, production and delivery. Start here by making notes a written training program for the position that has the largest number of loyees and/or has the biggest impact on the bottom line.
	a.	What position are you going to start with?
	b.	List the expectations and outcomes of the position.

		ition affect the performance of other mate impact to the company's bottom
e. Develop a verb		the job, the tools to be used, and the
		Timetable
required timeta	able.	

f. Develop a chart for the explanation of each step that explains why it is done that way, a story to aid in retention, and an explanation of the dollar value of wrong actions.

Why

Job Steps

Story

Dollar Effect

_			
_			
		nual on what is import what the final outcome	
	mples of positive, supprective steps of the tra	oortive language to use ining.	during the

low-up Form for	Position		
Steps to Verify	#1-#10 Ranking	Comments	
n your employees.			
n your employees.			
n your employees.			

5. Make a checklist for the follow-up and verification step of the training manual that

About the Author

David Gabbert

Entrepreneur, business mentor and growth coach, David Gabbert helps business professionals, business owners, new startups, and students learn how to win at business. Self employed for forty-seven years, founder and owner of four million-dollar-plus businesses, and author of ten Win at Biz® business books, Dave offers free business articles about a variety of proven business strategies which compose the basic building blocks of starting and operating a successful business.

Free monthly e-zine subscriptions are available: www.davidgabbertbusinesscoach.com

We welcome your comments and questions: david@winatbiznow.com

Win at Biz E-book and Workbook Series

Book 1: Build a Successful Business Model

Book 2: Develop Successful Marketing Strategies

Book 3: Initiate Effective Financial Management Tools

Book 4: Develop Efficient Business Processes

Book 5: Hire the Right People

Book 6: Train for Productivity

Book 7: Motivate Your Employees

Book 8: Build a Successful Sales Organization

Book 9: Develop Effective Speaking and Listening Skills

Book 10: Develop Successful Leadership Skills

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 - ✓ Developed from interviews with entrepreneurs who have founded businesses in the real world

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