

Calculating Costs of Training

A good training program needs to consider all of the costs of implementation. Following are resources that can help you calculate costs of a new training program, including hidden or unpredictable costs.

Articles

[How to Calculate Training Costs & Benefits](#) is an article by Tara Duggan, an eHow Contributor, that discusses how to calculate training costs and benefits that allow a manager to demonstrate the return on investment for an organization.

[Calculating the Cost of Training](#) is an article provided by BankersOnline (a free service) that provides ideas on how to calculate the sometimes unpredictable costs of training such as the trainer, the students' retention, understanding, and many other variables.

[Five Critical Aspects of Getting More Return from Employees Training](#) is an article that offers details on determining who needs training, who will delivery training, and what form training should take, among other important considerations.

[Training Cost-Benefit Analysis: An Admittedly Superficial Overview](#) is a web-published article by Michael Greer that offers an outline on conducting a training cost-benefit analysis.

Checklists and Cost Calculating Tools

[Checklist for Developing a Training Program](#) (developed by U.S. Small Business Administration) provides step-by-step instructions on what to evaluate and how to put together an effective training program.

[TOOL: Calculate the Cost and Benefits of Training](#) provided by Workforce Management offers a four-step process to measure the savings that training provides and comparing it to the costs.