

## facilities planning: managing the training function

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### Abstrak

The right physical environment can make or break your training session or program. This Infoline will show you how to get it right the first time. Filled with checklists and guidelines, this issue offers clear guidance on selecting the right setting, arranging a room, selecting the facility, and evaluating its suitability for your intended purpose. Included is sidebar on avoiding the most common pitfalls of facilities planning.