

3.6 Training and development

Key Words

Why do business train their employees?



- Training staff can help develop and improve the business. It can improve productivity and quality.
- Training staff may give them new skills.
- Training has advantages and disadvantages.

For the business

- ✓ Improve productivity and quality.
- ✓ Employees are less likely to leave.
- ✗ Costs money
- ✗ If off-the job training employees aren't working.

For the employee

- ✓ Will be better skilled, could get a better job as a result.
- ✓ Could gain a qualification.
- ✗ May mean additional hours or travelling if it's off-the-job training.

Types of Training

All employees will receive some sort of training from the business they are employed by. The types of training can be found below:

Induction Training

This is training that an employee will receive when they first start a new job. This would usually include:

- a tour of the business.
- issuing computer logins
- Explanation of the organisational structure
- Health and safety briefing

On-the-job training

This happens within the business, usually whilst employees continue working.

- ✓ Cheaper to carry out
- ✓ Learn from experienced employees.
- ✗ Can be disrupted/distracted

Off-the-job training

This happens away from the business usually by an expert.

- ✓ Can train many at once
- ✓ More expensive than off-the-job training.
- ✗ Workers need paying whilst not working.

Types of Development

Vocational

these courses are designed to help you learn in a practical way about a specific job area

Academic

these are qualifications are designed to help you learn in a theoretical setting.

Apprenticeships

An apprenticeship is a paid job where the employee learns and gains valuable experiences.



Benefits or the business

- ✓ More motivated staff as they feel they are valued.
- ✓ The business will retain staff as they are happy working at the business.

Benefits for the employee

- ✓ Gain a recognised qualification
- ✓ Improved career opportunities.



Training

Short term methods to focus on helping staff do their job well

Development

Long term training focused on helping staff realise their long term potential

Professional Development

Includes both vocational and academic development. It involves learning over a long period of time. Workers may learn through external courses with this learning being reinforced by practical activity in the workplace.

Quizizz – test yourself!



Quizlet



Exam Style Question



Video Links



Extended Reading



Induction Training

Training to introduce a new worker to the business, place of work and their fellow workers as well as their jobs