



# What is Training?

- Once workers have been found they must be introduced to their new working environment
- This is done through training
- There are usually 4 reasons why training will take place:





# Induction

- This is a programme aimed to introduce a new employee to a job
- It is used to:
  - Familiarise the worker with their job
  - Make the employee as efficient as possible
  - Encourage new workers to be committed to the organisation
- Think back to your induction day at school:
  - What was good about it
  - What was bad about it
  - How would you improve it?



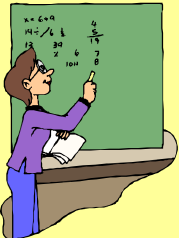


# Other Training Methods


- There are 2 ways in which workers can be trained:

- **On-the-Job Training**

- This is where a worker remains at their usual place of work and learns how to do their job
- Examples include:



**Teachers**



**Doctors**

- **Off-the-Job Training**

- This is where a worker is trained away from their usual workplace
- This may be at:



**Training Centre**



**College**

SNIPMARE  
BARBER  
COLLEGE  
GRADUATION  
RAY  
MAGNA  
CUMB  
LUNDE



# Problems of Training

- It is expensive!
  - Off-the Job training is more expensive because
    - Courses must be paid for
    - The worker is not producing anything
    - The worker will still have to be paid
- Small firms are often unable to afford training
- This is why the government set up Training and Enterprise Councils (TECs)
  - These provide help and advice to small businesses in a local area

