

Training

Training is an organized activity aimed at imparting information and instructions to improve the employee's performance. It also is there to help to attain a required level of knowledge or skill.

Training comes in different forms which involve induction training, off the job training and on the job training. These can be provided by the business itself or through another organization.

Induction training is training provided to the new employees by the employer in order to assist in the transition and adjustment to their new job tasks and help them to become familiar with their new working environment. This specific type of training also includes the basic overview of the business and its services as well as the new employee's role in the environment.

On the job training is employees training at the place of work while they are carrying out the actual job. Usually a professional trainer or someone like experienced employees serves as the course instructor. They use the hands-on training often supported by formal classroom training.

Off the job training is employees training at a site away from the actual work environment. It often is in the form of lectures, case studies, role playing and stimulation.

The relevant training that if I had employees that needed any form of training would be on the job training. The reason I feel this would be most relevant is because I would be able to monitor how much progress the employee is making and assess what training is needed and for how long.