

A RANGE OF TRAINING AND DEVELOPMENT METHODS

Method	Description
Course Attendance	Usually off the job training or instruction with a trainer or facilitator.
Academic study	Day release or attendance at night school to undertake a course of study leading to an academic qualification usually relevant to the job role.
NVQ's/Apprenticeships	On-the-job development and assessment of knowledge, understanding, and skills leading to a vocational qualification at various levels. May involve day release for attendance at college.
Coaching	Working with an individual who is more experienced in a specific task/area and developing through a process of guidance and/or instruction, usually on the job.
Shadowing	Sitting alongside a more experienced individual for a period of time studying how they work and having the opportunity to learn by questioning and observation.
Reading and Research	Use of libraries and other resources to keep abreast of new developments and further one's knowledge.
Open/Distance Learning	Usually a distance-learning course by correspondence or internet. May have telephone or face to face tutorials or using open learning resources such as web-sites, DVD's and workbooks.
Computer Based Training (CBT)	Access to computer packages designed for individuals to learn at their own pace using an interactive programme.
Job Rotation	Taking over another job role in order to develop the skills required and aid general development.
Secondment	Assume a role in another department or organisation on a short-term basis.
Project Based Learning	Undertake a specific work based project.
Action Learning Groups	These groups may be made up of employees from the same team or take advantage of the skills, knowledge and experience of individuals from different teams. Usually come together to solve a particular problem.
Membership of a Professional or Technical Body	To meet the requirements of some specialist jobs. Individuals have to work towards certain standards and provide evidence that they are competent.
Mentoring	Working with a mentor or guide with whom development goals and opportunities can be agreed. The mentor will nurture individual growth and development and monitor progress.