

UWTSD

BMSW4001

Academic and Employability Skills

Presentation Questions

Assessment Elements

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Question three:

I am writing this presentation to demonstrate why Training and Development are so important. And then what does the training look like.

Training is the process of enhancing the skills capabilities and knowledge for doing a particular job.

Training is crucial for development and success of an organization. It is the fruitful to both employers and employees of an organization.

The primary function of training and development is to prepare employees with tools to do productive and high-quality work that will allow the company to serve its customers.

Article written by " Prachi Juneja" and Reviewed by Management Study Guide.

The Importance of training:

- It allows you to strengthen those skills that employee needs to improve. Having trained is to learn new skills that can improve production, cut time spent in creation of your product or service, reduce production cost, reduce mistakes, this help reduce any weak links within the company, it build confidence in your workplace.
- Well training employees show both quality and quantity performance. Employees acquire skills and efficiency during training.
- If any updations and amendments take place in technology, training it require to cope with those changes.
- When promotion and career growth becomes important. Training in given to employees to prepare to share the resposabilities of the higher-level job.

The Benefits of Training:

- Improves morale of employees. It help the employees to get job security and job satisfaction, the more satisfied the employee is and the greater is his moral. He /she will more contribute to the organization success.
- Less Supervision. A well-trained employees will be well acquainted with the job and will need less of supervision, there will be less wastage of time and efforts.
- Fewer Accidents. Errors are likely to occur if the employee lack knowledge and skills required for doing a particular-job. The more training the employee is , the lees chances of committing accidents in the job and the more proficient it become.
- Chances of Promotion. Employee acquire skills and efficiency during training. They become more eligible for promotion and they become an asset for the organization.
- Increased Productivities. It improves efficiency and productivity of employee. Well trained employee show both quantity and quality performances.

How the Training looks:

The Training is general impacted in two ways.

1- On the job. On the job training are given to the employee within the everyday working of a concern, There are many types of On the Job Training here are few.

- Apprenticeship the worker learning how to perform a task by receiving guidance of coworker, supervisor or manager. This method can be advantageous because it allows a worker to learn by performing the actual tasks that his job entails. Which mean the worker is productive while he/she training.

- Simulation. Is a type of training in which workers perform tasks to similar what they might encounter while on the job. Simulation is not productive because employees do not actually perform real work.

- Self-Directed Learning. Is training during which an employee learns at his own space from materials such as written manuals, videos, computer training, and web-based training courses. Self-Directed can be benefit because it lets worker learn on their own space, allowing them to fit training in around normal work schedules

Refereces:

a- "Prachi Juneja" and Reviewed by Management Study Guide Content Team. MSG Content Team comprises experinced Faculty Member, Professinand Subject Matter Experts. Iso 2001:2015 Cetified Education Provider.

<https://www.managementstudyguide.com>

b- OsychologyCampus.com employee Training
Auther Gregory Hamel.

<Httpa://smallbusiness.chron.com>

Off the job Training;

- 2- Off the job training. Off the job training methods are those which training is provided away from the actual working condition. It is generally used in case of new employees. Instance of off training methods are.
 - - Workshops
 - Classroom
 - -Seminars
 - -Conferences Etc...