



4.4 Training Flashcards





Benefits of Training



Benefits of Training

Increased productivity
Ability to deal with changes in technology
Increased motivation
Staff retention
High Quality
Good customer Service





Induction Training





Induction Training

**Training that takes place before you start your job,
it involves the following.**

Health and safety

Introduction to staff and roles

general rules

It helps people get to know their colleagues.



On the job Training



A woman with curly hair, wearing a blue denim shirt, is seated at a table in a cluttered workshop. She is focused on a craft project, holding a piece of white lace and a string of orange beads. In the background, another person is visible, and the room is filled with various materials, boxes, and tools. A blackboard with some writing is also visible in the background.

On the job Training

This is training that is done while normal jobs are taking place. It is specific to the role and it can be done while work is being carried out. However, it takes people away from their jobs, you may get interrupted. It is not normally carried out by specialist staff. It is normally cheaper than off the job training.



A close-up photograph of a person's hands and arms performing CPR on a mannequin. The person is wearing a silver watch on their left wrist. The mannequin is lying on a blue mat on a wooden floor. An orange CPR mask is visible in the background. A black rounded rectangle with white text is overlaid on the center of the image.

Off the job Training



Off the job Training

Training that is completed by an external provider. It is normally more expensive than on the job training. It is not normally specific to the role. However specialist staff normally do the training and there are no interruptions.

First aid training is a good example of off the job training.