

Management

[Business](#), [Management](#)



Management Introduction It may seem as though training is just another part of the learning process that has very little impact on the human resource but in reality, the benefits of training are immeasurable to say the least. As a concept, training enables workers both at the management level and in lower ranks to grow the knowledge base that facilitates increased productivity within the company. It is significant to note that through the training process, employees are able to learn diverse strategies of performing a given job in the most efficient manner possible. As an employee of an organisation a wide range of training techniques are available to assist me in performing my roles to the clientele.

Discussion

Training Methods

Techniques associated with training fall under two categories the first one being on-the-job method and lastly off-the-job method. On-the-job techniques include orientations, job rotation while the ones relating to off the job are lectures and conferences (Griffin, 395). Considering the fact that I am a new employee, orientation focusing on the mission, rules, regulations as well as a comprehensive outline of my responsibilities will enhance the performance of my present job. Coupled with the interactive nature of orientation is demonstration where the leader to whom I report to illustrates the use of both the tools and equipments necessary in the performance of my roles (Griffin, 401). Job rotation that involves changing duties is a training aspect that will grow my skill set in a series of tasks thereby improving on my efficiency and increasing my knowledge base.

Moving on to the off-the-job training methods, lectures that integrate power

point presentations enhance the understanding of important topics and provide an opportunity to ask questions that maybe instrumental in the practical environment (Griffin, 393). Conferences and discussions provide relevant information in an equal measure. In both, experienced experts are able to convey information on various ways of minimizing risks while performing duties effectively. This will go a long way in enabling me to solve challenges and meet the expectations of my job performance.

Conclusion

The benefits of training in the job environment are substantial because training increase the morale of workers, reduces supervision and minimizes errors that may hamper smooth operations. Other than increasing efficiency, which translates to higher productivity, training offers an opportunity for career growth and promotion.

Works Cited

Griffin, Ricky W. Management. Mason, OH: Cengage Learning Custom Publishing, 2012. Print.