Rapid changes in the labour market challenge organisations (1) **not only / also** to implement winning strategies (2) **on the other hand / but also** to develop and keep talented employees. (3) **Although / However** it is vital to offer training, this may not be immediately available and employees (4) **though / also** need to feel empowered in their present positions. (5) **While / Whereas** the right training at the right time can provide big benefits for the employer, organisations need to make certain that their training is delivered in the right way. (6) **Too / In addition**, employers need to decide whether training is the best solution to the problem. (7) **Moreover / Whereas** some employees can benefit from a training opportunity, others may not have the temperament or talent for their current position and no amount of training will change that. Once you've decided on training and informed the training department, inform the trainee, (8) **too / on the other hand**. Make sure they know what is expected of them. (9) **Though / In addition** this may be obvious to you, it may be less than transparent to the prospective trainee. (10) **However / Moreover** the trainee may see the training as criticism. It (11) **on the other hand / although** you explain the targets and procedures, this can reduce worry and improve the outcome.

LIVEWORKSHEETS