

- Read the article on the opposite page about identifying the training needs of staff.
- In most of the lines 34 – 45 there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write CORRECT on your Answer Sheet.
- If there is an extra word in the line, write the extra word in CAPITAL LETTERS on your Answer Sheet.

Identifying training needs

0 The financial benefits of training are sometimes hard to demonstrate, and often the
00 training budget is the first to be reduced instead when spending is under pressure. For
34 this reason, and given that the need for any corporate spending to provide maximum
35 value for money, it is important for the differences between individuals must to be
36 taken into account when considering training requirements. This makes for far more
37 effective training than a programme is based solely on generalisations about staff. After
38 all this, our abilities differ, and variations in previous experience can also play a
39 significant role in learning. Identifying training needs and their capabilities on an
40 individual basis is often carried out in appraisal interviews. In those workplaces where
41 each employee's productivity is measured, such records may be considered during the
42 appraisal, allowing for the possibility that inadequate training can be identified as if the
43 reason for low productivity. Training requirements are also evaluated in such
44 assessment centres, and in which groups of staff are observed while taking part in job
45 simulation activities. Although these are often used to assess potential for promotion,
but can also show employees' training needs within their current job.