

EMPLOYEES TRAINING AND DEVELOPMENT

_____ is **similar to mentoring but tends to be more structured and focused** on specific goals or areas for improvement. This person work with employees to set objectives, identify obstacles, and develop action plans to enhance performance, skills, or personal development.

_____ involves **sending employees outside of the organization** to attend training sessions, workshops, seminars, or courses conducted by external training providers, educational institutions, or professional associations. This type of training offers exposure to industry best practices, new technologies, and specialized skills.

_____ **exposes employees to different departments, functions, or roles** within the organization. It helps broaden employees' perspectives, develop interdisciplinary skills, and facilitate collaboration and teamwork across departments.

_____ uses simulated or replicated environments to **mimic real-life scenarios or situations**. It allows employees to practice skills, decision-making, and problem-solving in a risk-free setting, such as computer simulations, virtual reality, or role-playing exercises.

_____ training **utilizes multimedia resources** such as videos, presentations, webinars, or interactive e-learning modules to deliver training content. It appeals to different learning styles and enhances engagement and retention of information.

_____ programs **combine on-the-job training with formal education** or classroom instruction. These people will work under the guidance of experienced professionals (mentors) to learn specialized skills or trades while also attending related coursework or training sessions.

_____ involves learning and acquiring new skills or knowledge while performing **actual job** tasks or responsibilities. It is typically conducted by experienced coworkers or supervisors who provide guidance, instruction, and feedback as employees work.

_____ is conducted **within the organization** by internal trainers or subject matter experts. It focuses on building specific skills, knowledge, or competencies relevant to the organization's needs, culture, and objectives.

_____ involves **pairing a less experienced employee with a more experienced colleague** who provides guidance, advice, and support to help the mentee develop professionally, involve ongoing dialogue, feedback, and sharing of knowledge and expertise.

_____ : **conducted outside of the workplace** or formal training sessions. It may involve reading books, online courses, tutorials, or practicing skills independently to enhance knowledge or skills relevant to one's job or career aspirations.

_____ : **encompasses various strategies, programs, and initiatives** aimed at enhancing the knowledge, skills, abilities, and potential of employees. It includes all forms of training, mentoring, coaching, education, and experiences that contribute to professional growth and career advancement.

_____ involves **traditional face-to-face instruction** in a classroom or training facility. It may be led by internal trainers or external instructors and can cover a wide range of topics, from technical skills to leadership development.

_____ involves **using computer-based tools, software, or applications** to deliver interactive training content, quizzes, tutorials, or simulations. Learners can progress at their own pace and receive immediate feedback and assessment.