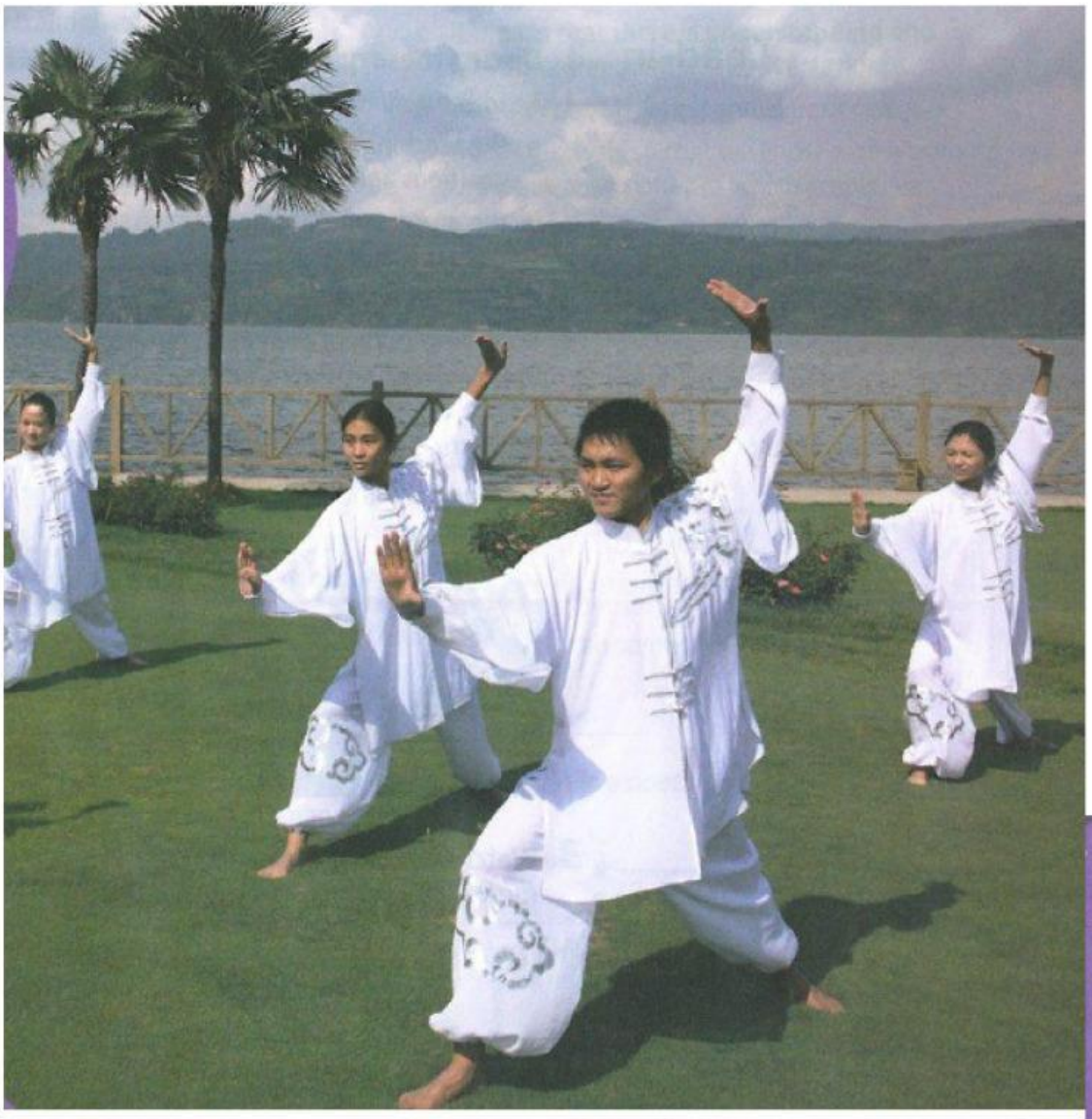


'The only thing worse than training your employees and having them leave is not training them and having them stay.'

Henry Ford, founder
Ford Motor Company

training/development

a the teaching or learning of a range of skills employees can use in a variety of positions and/or for future careers

b the process of teaching or being taught the skills for a particular job or activity

2 When do you think that on-the-job training for a particular position is necessary? Are there times it is not very important?

3 Does development of general business skills benefit the employees, the company or both? Why?

When you look for a job, is it important for you to find one in which you can develop? Why? / Why not? How do you think a company or organization can help a new employee identify their training and development needs?

Would you prefer to work for a company that offers good training and development opportunities and an average salary or one that offers no training and development but a higher salary?

LIVEWORKSHEETS

2.1.1 **Watch the video. What type(s) of training and development does each trainee talk about?**







3 **Watch the video again and complete the notes about the three types of training mentioned.**

INDUCTION TRAINING

- To know the [1] _____ and its systems, policies, other colleagues
- To understand and feel a [2] _____ of company culture
- Learning about company [3] _____ and procedures

MENTORING

- Mentor should be an experienced [4] _____
- Mentor offers support, usually on a [5] _____ basis
- Mentors advise which skills to learn and which [6] _____ to work in

ONLINE TRAINING

- Staff members can [7] _____ it anytime and anywhere
- Can do it on any [8] _____ – home computer or mobile phone.
- Some programs use both online and [9] _____ sessions – blended learning

LIVEWORKSHEETS

The emphasis of a sentence can often change depending on which word you stress when speaking. For example:

The Paris branch has doubled sales in the last six months. The emphasis is on how much sales have grown by.

The Paris branch has doubled sales in the last six months. The emphasis is on where sales have doubled.

1 P2.01 Listen to the sentences and repeat. Copy the intonation.

1 The share prices fell after the takeover.
The share prices fell after the takeover.

2 Induction training is sometimes called onboarding.
Induction training is sometimes called onboarding.

3 Training courses can help to drive career development.
Training courses can help to drive career development.

1 Decide which word(s) you would stress for the different meanings of each sentence.

1 The mentor is there to act as a guide and offer support.

Which word(s) would you stress to emphasise:

a who has the role?

b what the role is?

2 Training and development is a critical function in a modern business.

Which word(s) would you stress to emphasise:

a what is critical?

b the importance of training and development?

3 Because the world is constantly changing, we all need to learn to adapt.

Which word(s) would you stress to emphasise:

a what we need to do?

b why we need to do it?

LIVEWORKSHEETS