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**Welcome to the session
on**

CONCEPTS, OBJECTIVES,

CLASSIFICATION OF
TRAINING

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What is Training?

Training is the process of learning the skills we need to do a particular job or activity.

Training.....

- ❑ Starts in the work life/professional life
- ❑ All learnings are training
- ❑ Is practical
- ❑ Creates mentality/attitude to engage in work

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- ❑ Skill based
 - ❑ Short time based/time bound
 - ❑ Need based
 - ❑ Help to play different roles

Training.....

Training is **planned and systematic way to change behavior through learning.** Training enables employees to accomplish the level of knowledge, skills and competence to perform their job well. present performance of an employee or group of employees, and the desired performance.

Objectives of training.....

From the point of view of the individual employee, there are three main aims of training:

1. Improve the individual's level of awareness.
2. Increase an individual's skill in one or more areas of expertise.
3. Increase an individual's motivation to perform their job well.

Classification of Training.....

- Formal Training
- Non formal training
- Informal training
- Induction training/pre-service training
- on-the-job training/ in-service training
- off-the-job training

Types of training.....

- Basic training
- Refresher training
- Field training
- Re-training

