TO: Mrs. Jennifer Garner 15.03.2012

FROM: Thomas Holmes

SUBJECT: Proposal about future training courses

A. Introduction

During last management meeting, a proposal was made about all future training courses should be held in-company. There are some advantages, disadvantages and variables which are needed to be analyze and consider to make this decision.

B. Effects

* Sometimes particular course is needed by a few employees per year so it could be more cost-effective to send them on external course. However; when there is group of employees who need the same course, it can be cheaper to hold the course in-company.
* When a course is held in-company, departments can call employees unnecessary situation in middle of course and this reduces course’s efficiency. But, if there is an emergency case in company, employees could remain on their works.
* Most of the employees say that it gets a lot of benefit to be in contact with other participants on external courses. Besides this, if course is to be held in-company, the consultants can be easily asked to make it company’s specific needs. They can be more useful than external consultants on company’s specific subjects.

C. Recommendations

* Using of external courses shouldn’t be rejected completely because of providing highly specialized internal courses can be very costly especially courses for small number of staff.
* It would be better to act depending on situation. When there are lots of employees needed to train, in-company courses should be used. But when more specific courses needed for small number of staff, external courses should be used.

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