10) Methods of training

1. Instructor-led training

Instructor-led training is the traditional type of employee training that occurs in a classroom, with a teacher presenting the material. This can be a highly effective method of employee training, especially for complex topics.

2. eLearning

eLearning, on the other hand, relies on online videos, tests, and courses to deliver employee training. Employees can do their training right in the palm of their hand with a smartphone or on their company computers.

3. Simulation employee training

Simulation training is most often provided through a computer, augmented, or virtual reality device.

4. Hands-on training

Hands-on training includes any experiential training that's focused on the individual needs of the employee. It's conducted directly on the job. Hands-on training can help employees fit perfectly into their upcoming or current role, while enhancing their current skills.

5. Coaching or mentoring

Coaching or mentoring can share similar qualities to hands-on training, but in this type of employee training, the focus is on the relationship between an employee and a more experienced professional, such as their supervisor, a coach, or a veteran employee.

6. Lecture-style training

Important for getting big chunks of information to a large employee population, lecture-style training can be an invaluable resource for communicating required information quickly.

7. Group discussions and activities

For the right group of employees, group discussions and activities can provide the perfect training option. It allows multiple employees to train at once, in an environment that better fits their current departments or groups. These discussions and activities can be instructor-led or facilitated by online prompts that are later reviewed by a supervisor.

8. Role-playing

Similar to group discussions, role-playing specifically asks employees to work through one aspect of their jobs in a controlled scenario. They'll be asked to consider different points-of-view and think on their feet as they work through the role-playing activity.

9. Management-specific activities

Management-specific activities are just that—employee training that's focused on the needs of managers. They may include simulations, brainstorming activities, team-building exercises, role-playing, or focused eLearning on management best practices.

10. Case studies or other required reading

Finally, some employee training topics are readily accessible through required readings. Case studies, in particular, can provide a quick way for employees to learn about real workplace issues.

12. Career stages
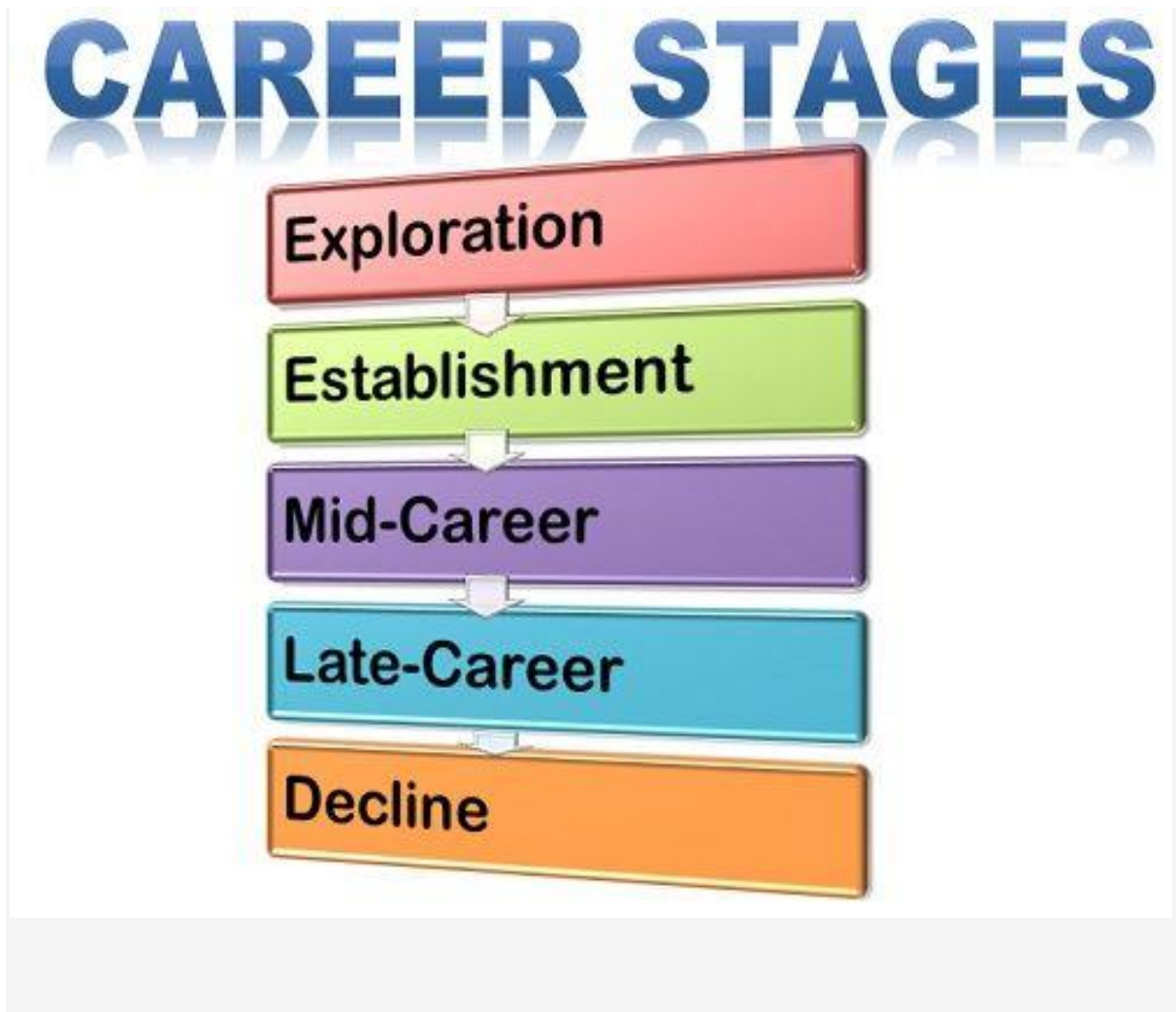
1. **Exploration:** The exploration stage is the pre-employment stage, wherein the individuals are in their mid-twenties and enter from their college life to the work environment. The individuals narrow down their work preferences on the basis of the directions shown by their parents, friends, family, teachers.

2. **Establishment:** At this stage, an individual actually experiences the work culture in his first job. Here, all the expectations and fantasies come to an

end, and one has to face the reality of life. This stage covers about 10 years from the 25 years of age.

3. **Mid-Career:** This stage covers the age period of 35 to 45 years. At this stage, the individual is no longer considered to be a fresher and his mistakes are taken seriously by the senior management.

4. **Late-Career:** At this stage, an individual reaches to a particular position in the organization hierarchy, on the basis of his career graph which is characterized by growth or stagnation.

5. **Decline:** This is the last stage of career development. At this stage, an individual has to step out of his work or get a retirement from his official commitments. It is considered as one of the difficult stages, as it is very hard for the employees to leave the firm who are doing excellent even after their late career.