**Training methods for employees**

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| *Training* | *description* | *advantages* | *disadvantages* | *examples* |
| **Induction training** | An introduction for new employees explaining the firm’s activities and procedures. |  |  |  |
| **On-the-job training** | Being shown what to do by a more experienced worker. |  |  |  |
| **Off-the-job training** | Being trained away from the workplace, usually by specialist trainers. |  |  |  |
| **Internal training** |  |  |  |  |
| **External training** |  |  |  |  |
| **Mentoring** |  |  |  |  |
| **Coaching** |  |  |  |  |

Why is induction training so important?

List the typical information an employee might receive whilst carrying out induction training?

Which method of training do you feel is the most beneficial and why?