

TRAINING

The first question to arise is "Who will need training?". First and foremost all newcomers will need a certain amount of training. Even skilled and experienced workers will need training in the organisation's methods of working. Supervisors, junior executives and sometimes senior executives fall within the bounds of the training policy. Workers who are transferred from one department to another, those seeking promotion, and those needing refresher courses are also the subjects of training.

The scope, content, duration and direction of any course and the venue for such a course depends upon the age of the trainee, the job for which he is being trained and the particular type of training which he is being given. Therefore, apprentices and beginners regularly may receive their training partly at Technical School and partly on the job. Supervisors, normally receive further training by means of lectures and discussions. Executives are usually sent on courses away from the working place so that they can mix with similarly placed executives from other organisations.

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