

HUMAN RESOURCES

TRAINING AND DEVELOPMENT IN HUMAN RESOURCES

Another very important task of the Human Resources (HR) department is training and development. This part of HR work focuses on helping employees learn new skills, improve their performance, and grow in their careers. When employees receive good training, they can do their jobs better, feel more confident, and contribute more to the company's success.

Training usually starts when a new employee joins the company. HR organizes an orientation or onboarding program to help the new worker understand the company's structure, rules, and culture. During this time, employees learn about their responsibilities, safety regulations, and company policies. Orientation helps them feel welcome and comfortable in their new environment.

After orientation, employees may continue to receive different types of training depending on their role. For example, office workers may receive computer or communication training, while factory workers may receive safety or technical training. HR works with managers to identify what kind of training is needed and how it should be delivered. Some training happens in a classroom or through workshops, while other programs are done online or directly at the workplace.

Development, on the other hand, focuses on long-term growth. It helps employees improve their knowledge and prepare for future positions. HR may offer leadership training, language courses, or professional certifications. Development programs motivate employees and show that the company values their progress and career goals. HR also keeps records of all training activities. This helps the company check who has completed which course and plan future training sessions. After each training, HR may ask employees for feedback to understand if the program was useful and how it can be improved.

Training and development are not only good for employees but also for the organization. Well-trained workers make fewer mistakes, work more efficiently, and stay longer with the company. When people feel supported and valued, they are more motivated and loyal. This creates a positive work environment and helps the company remain competitive. In summary, HR plays a key role in training and developing employees. By investing in people's skills and knowledge, HR helps the company grow stronger and more successful.

HUMAN RESOURCES

TRAINING AND DEVELOPMENT IN HUMAN RESOURCES

Key Vocabulary

1. Training
2. Development
3. Employee
4. Skills
5. Performance
6. Orientation
7. Onboarding
8. Company culture
9. Responsibilities
10. Safety regulations
11. Policies
12. Workshop
13. Online training
14. Leadership
15. Certification
16. Motivation
17. Feedback
18. Records
19. Efficiency
20. Career growth
21. Knowledge
22. Workplace
23. Support
24. Loyalty
25. Competitive

HUMAN RESOURCES

TRAINING AND DEVELOPMENT IN HUMAN RESOURCES

Comprehension Questions

1. What is the main purpose of training and development?
2. When does training usually begin for a new employee?
3. What topics are covered during orientation?
4. How does HR decide what kind of training is needed?
5. What are some examples of training methods?
6. What is the difference between training and development?
7. How does HR use employee feedback after training?
8. Why is training good for both employees and the company?
9. What kind of development opportunities can HR offer?
10. How does training help create a positive work environment?