

WORKPLACE TRAINING

BRITISH INSTITUTE OF TECHNOLOGY LTD



INVESTOR IN PEOPLE



Introduction

BITE has a reputation for innovative and progressive approaches to learning that develop highly effective results in upskilling employees. We have supported over 1000 small and medium organisations in the United Kingdom. Workplace Training allows companies to ensure employees are equipped with the skills and knowledge they need to complete their work to the required standard safely. It also allows creativity and new knowledge to be embedded into the employees' daily routine, increasing productivity and self-esteem.

- Understanding Key Responsibilities

- Assessment Know How

- Background to Training and Upskilling

- provide clear instructions
- break larger tasks into smaller components
- demonstrate tasks clearly

- Learning Structure

- know why they are being trained
- the link between the training and the successful completion of their work
- have input into what they are going to learn

Learning Methods

After initial consultation the trainer will establish the learning methods this will include:

- Active or reflective
- Visual or verbal
- Varying amounts of information
- Barriers to learning

The Competency:

Provides supported employees with the skills and knowledge to be able to perform their work competently, to the standard expected by the service including:

- capability
- understanding
- performance

Training Goals

Workplace Training in any organisation needs to lead to a change in outcomes and assist the organisation meet its goals.

Identify training needs to meet:

- production targets
- audit requirements
- legislation
- career and personal goals

What are the symptoms for Workplace Training:

- quality decreasing
- production targets
- continuous mistakes
- complaints from customers or staff
- conflict between employees
- workplace injuries

Employability Skills

Workplace Training allows employees to develop self motivation and look beyond their role for inspiration including:

- self-initiative
- problem-solving
- communication
- teamwork
- self-management

Training Plans

Workplace Training scheme and plan are used to track progress toward satisfying an identified skill, knowledge or behaviour gap including

- Learn
- Do
- review

Training Location

Workplace Training is best delivered at the work place, however to give employees greater freedom to engage a day is allocated to a location that allows thinking and minds to work together. In the past we have done session in safari park, on the beach, in a forest or on top floor of skyscrapers, the results are impressive.

Feedback

The success of workplace training is in feedback, hence constructive feedback is taken from all the employees and cross referenced.

Assessment, Evaluation and Reporting

Assessment, evaluation and reporting allows employees and employers to measures the success of workplace training.