

FACULTY OF JURIDICAL SCIENCES

Lecture-26



Off the Job Methods

Under this method of training, the trainee is separated from the job situation and his attention is focused on learning the material related to his future job performance.

1. Vestibule training

In this method, actual work conditions are simulated in a classroom. Material files and needed equipment are also used in training. This type is used for training personnel for clerical and semi-skilled jobs.

2 Role-Playing

It is defined as a method of human interaction that involves realistic behavior in an imaginary situation. This method of training involves action doing the practice. This method is mostly used for developing inter-personal interaction and relations.

3. Lecture Method

The lecture is a traditional & direct method of instruction. The instructor organizes the material & gives it to a group of trainees in the form of a talk. This is beneficial to train a large group of trainees.

4. Conference

It is a method for clerical, professional & supervisory personnel. This involves a group of people who put forth ideas, examine & share facts, ideas assumptions & draw a conclusion..the success of this method depends on the leadership qualities of the person who leads the group.

5. Programmed Instructions

In recent years this method has become popular the subject matter to be learned is presented in a series of carefully planned sequential .This method is expensive & time-consuming.

Here are the reasons why employee training and development in the workplace is important:

1) Positive employee retention

Hiring and retention can become a major challenge to employers. However, this can be avoided through career development. Training and development programs have become so centralized within businesses that it is often used as a competitive advantage when hiring. Offering programs within employment contracts establish an employee's sense of value within the company, and fosters loyalty and ultimately staff retention. What's more, a business with an engaged workforce will achieve a 59% lower staff turnover rate.

2) Training future leaders

Targeting skills and employees for future leadership will help establish a business for growth and change. Acquiring leadership talent can start from the initial acquisition, or Human Resource professionals can select current employees as managerial candidates. Having established leadership development programs ensures that an organization is always considering future organizational goals by preparing promotable talent.