

Good Morning Students

This lesson is for class 10th for the subject of 'Commercial Studies'. The topic for today is 'Meaning, Importance and types of Training' which is covered in chapter 11 titled 'Recruitment, Selection and Training' of your book.

This lesson is being submitted to you on 21/10/24.

Training!

Training is an organised process for increasing the knowledge and skill of an employee for doing a particular job. It is a process by which employees acquire knowledge, skills and aptitudes for performing a specific job.

Importance of Training!

Training is useful for both employers and employees. A trained work force is a very useful asset to an organisation. Training enables employees to obtain security of job, higher earnings and quick promotions. The main advantages of training are as under!:-

1. Increased Productivity.
2. Better Utilisation of Resources.

3. Better Safety.
4. Less Supervision.
5. Higher Morale
6. Reduced Turnover and Absenteeism
For explanation refer to page 142

Types of Training:-

1. Orientation Training.
2. Job Training.
3. Refresher Training
4. Safety Training
5. Promotional Training

For explanation refer to page 142-143
of your book

Methods of Training

1. On-the Job Training:-

Under this method, employees are assigned a specific job and they learn by performing the job in actual work situation. The employee learns work methods and job operations under the supervision of the supervisor. The employee works according to his orders and instructions. It is step-by-step learning and the worker contributes towards production in the course of learning.

Various types of On-the Job Training are:-

1. Coaching
2. Under Study
3. Job Rotation
4. Apprenticeship Training

2. Off - The - Job Training

When an employee is trained not in an actual place of work but outside the job, it is called off-the-job-training.

Various Methods of Off-the-Job training are:-

1. Internship Training
2. Vestibule Training
3. Case Study.
4. Role playing

For explanation refer to page 144

Write the answers of the following questions

1. What is importance of Training?
2. Define Vestibule training.
3. What is Apprenticeship Training?
4. Explain the difference between On the job training and Off-the job training.