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Acquisition of knowledge, skills, and competencies as a result of teaching or practice

For other uses, see Training (disambiguation).

An astronaut training for an extravehicular activity mission using an underwater simulation environment on Earth.

Training is teaching, or developing in oneself or others, any skills and knowledge or fitness that relate to specific useful competences. Training has specific goals of improving one's capability, capacity, productivity and performance by forming the core of apprehensions and provides the backbone of content at institutes of technology (also known as technical colleges or polytechnics). In addition if the basic training received for a trade, occupation or profession, training may continue beyond initial competence to maintain, upgrade and update skills throughout working life. People within some professions and occupations may refer to this sort of training as professional development. Training also refers to the development of physical fitness related to a specific competence, such as sport, martial arts, military applications and some other occupations. Training methods of all types can be improved by setting specific, time-based, and difficult goals. This allows for the progressive mastery of a topic with a measured outcome.[1] Mountaineering training in Estonia. It involves both instruction and physical exercise in the outdoor environment to develop skills that are necessary for survival in rock climbing. Main article: Physical exercise Physical training concentrates on mechanistic goals: training programs in this area develop specific motor skills, agility, strength or physical fitness, often with an intention of peaking at a particular time. In military use, training means gaining the physical ability to perform and survive in combat, and learn the many skills needed in a time of war. These include how to use a variety of weapons, outdoor survival skills, and how to survive being captured by the enemy, among many others. See military education and training. For psychological or physiological reasons, people who believe it may be beneficial to them can choose to practice relaxation training, or autogenic training, in an attempt to increase their ability to relax or deal with stress.[2] While some studies have indicated relaxation training is useful for some medical conditions, autogenic training has limited results or has been the result of few studies. Some occupations are inherently hazardous, and require a minimum level of competence before the practitioners can perform the work at an acceptable level of safety to themselves or others in the vicinity. Occupational diving, rescue, firefighting and operation of certain types of machinery and vehicles may require assessment and certification of a minimum acceptable competence before the person is allowed to practice as a licensed instructor. Computer systems trainers – See also: On-the-job training Some commentators use a similar term for workplace learning: "improved performance," "training and development". There are also additional services available online for those who wish to receive training above and beyond what is offered by their employers. Some examples of these services include career counseling, skill assessment, and supportive services.[3] One can generally categorize such training as on-the-job or off-the-job. The on-the-job training method takes place in a normal working situation, using the actual tools, equipment, documents or materials that trainees will use when fully trained. On-the-job training has a general reputation as most effective for vocational work.[4] It involves employees training at the place of work while they are doing the actual job. Usually, a professional trainer (or sometimes an experienced and skilled employee) serves as the instructor using hands-on practical experience which may be supported by formal classroom presentations. Sometimes training can occur by using web-based technology or video conferencing tools. On-the-job training is applicable on all departments within an organization. Simulation based training is another method which uses technology to assist in trainee development. This is particularly common in the training of skills requiring a very high degree of practice, and in those which include a significant responsibility for life and property. An advantage is that simulation training allows the trainee to find, study, and remedy skill deficiencies in their trainees in a controlled, virtual environment. This also allows the trainees an opportunity to experience and study events that would otherwise be rare on the job, e.g., in-flight emergencies, system failure, etc., wherein the trainer can run ‘scenarios’ and study how the trainee reacts, thus assisting in improving his/her skills if the event was to occur in the real world. Examples of skills that commonly include simulator training during stages of development include piloting aircraft, spacecraft, locomotives, and ships; operating air traffic control airspace procedures, power plant operations; training, advanced military defense systems; training, and advanced emergency response training like fire training and first-aid training. Off-the-job training method takes place away from normal work situations — implying that the employee does not count as a directly productive worker while such training takes place. Off-the-job training method also involves employee training at a site away from the actual work environment. It often utilizes lectures, seminars, case studies, role playing, and simulation, having the advantage of allowing people to get away from work and concentrate more thoroughly on the training itself. This type of training has proven more effective in inculcating concepts and ideas[citation needed]. Many personnel selection companies offer a service which would help to improve employee competencies and change the attitude towards the job.[citation needed] The internal personnel training topics can vary from effective problem-solving skills to leadership training. A more recent development in job training is the On-the-Job Training Plan or OJT Plan. According to the United States Department of the Interior, a proper OJT plan should include: An overview of the subjects to be covered, the number of hours the training is expected to take, an estimated completion date, and a method by which the training will be evaluated.[5] In religious and spiritual use, the word “training” may refer to the purification of the mind, heart, understanding and actions to obtain a variety of spiritual goods such as (for example) closeness to God or freedom from suffering.[citation needed] Note for example the institutionalised spiritual training of Threefold Training in Buddhism, meditation in Hinduism or disciplineship in Christianity.[citation needed]These aspects of training can be short-term or can last a lifetime, depending on the context of the training and which religious group it is a part of. [citation needed] Compare religious ritual. Learning processes developed for artificial intelligence are typically also known as training. Evolutionary algorithms, including genetic programming and other methods of machine learning, use a system of feedback based on “fitness functions” to allow computer programs to determine how well an entity performs its task. The methods construct a series of programs, know as “*fittest*” generations of programs, and then automatically select the ones that best perform. The system automatically generates new programs based on members of the population that perform the best. These new members replace program that perform the worst. The procedure repeats until the achievement of optimum performance.[6] In robotics, such a system can continue to run in real-time after initial training, allowing robots to adapt to new situations and to changes in themselves, for example due to wear or damage. Researchers have also developed robots that can appear to mimic simple human behavior as a starting point for training.[7] Training pictogram Athletic training - Healthcare profession Course evaluation - Questionnaire completed by students to evaluate an academic course Dance - Art form consisting of body movement Education - Transmission of knowledge and skills Industrial and Organizational Psychology - Branch of psychologyPages displaying short descriptions of redirect targets Facilitator - Person who helps a group understand common objectives & reach them Gamification - Using game design elements in non-games HRD (human resource development) - Improving the effectiveness of organizations and the individuals and teams within themPages displaying short descriptions of redirect targets Large-group capacitacation - Adult education and social psychology concept Learning - Process of acquiring new knowledge Microtraining - Support method for informal learning processes in organisations Physical education - Educational course related to the physique and care of the body Practice (learning method) - Act of rehearsing a behaviour repeatedly Retraining - The process of learning a new or upgrading an old skill set or trade Supercompensation - Post-training period of high performance (physical fitness) Training and development - Improving the effectiveness of organizations and the individuals and teams within an organization Training manual - Such as manuals about various pilot flying skills can be acquired James Stewart, J. Edgar Hoover, the SMART logo, fit-for-purpose. Go planning with me! First-class Australian business insurance, personal finance, legal and health coverage. Volume 8 Issue 092 zmae09z Job Training Skills Development - Planning with me! Fit-for-Purpose. Go planning with me! Job Training Skills Development - Planning with me! Fit-for-Purpose. Archived from the original on 2016-02-02. Retrieved 2008-08-08. UNESCO-UNEVOC. unevoc.unesco.org. Retrieved 2018-10-12. ^ “Job Training”. Jobs.state.ak.us. 2011-02-02. Retrieved 2013-07-17. Genetic Programming: An Introduction, Wolfgang Banzhaf, Peter Nordin, Robert E. Keller, and Frank D. Francone, Morgan Kaufmann Publishers, Inc., 1998 ~ “HR-2 Robot can mimic simple human behavior”. Archived from the original on 2007-06-07. Rethinking Remote Training in 2021 Media related to Training at Wikimedia Commons Retrieved from “ One of the most important responsibilities of an employer is ensuring employees are adequately trained. An effective training program can help employees and supervisors succeed in their roles and can help promote compliance with applicable laws, policies and procedures. Here are examples of training that are either required or considered a best practice. Sexual harassment training Several states and a few local jurisdictions require employers to provide sexual harassment training, including the locations in the table below. Jurisdictions Which employers must provide sexual harassment training? California Employers with five or more employees Connecticut All employers: employers with three or more employees must provide it to both employees and supervisors; smaller employers are only required to provide supervisor training. Delaware Employers with 50 or more employees District of Columbia All employers of tipped employees Illinois All employers Chicago, IL All employers must coordinate compliance with both the Chicago and Illinois training requirements. Maine Employers with 15 or more employees New York State All employers New York City Employees with 15 or more employees must coordinate compliance with both NYC and New York state training requirements North Carolina All employers Oregon Employers with six or more employees Pennsylvania Employers with four or more employees Rhode Island Employers with two or more employees South Dakota No requirement Tennessee Employers with eight or more employees Texas Local agencies. But even if you aren’t required or encouraged to provide sexual harassment training, it is a best practice to provide this training. Most of the requirements apply to both supervisors and employees. This table lists who is covered by various state and local sexual harassment training requirements. Jurisdictions Who must be trained? California Employees and supervisors Connecticut Employees (if employer has three or more employees) and supervisors (all employers) Delaware Employees and supervisors District of Columbia Tipped employees, managers and owners Illinois Employees and supervisors Maine Employees, supervisors and managers New York State Employees and supervisors New York City Interns and employees, including supervisors and managers. In some situations, independent contractors must be trained, according to the city. Washington Employees and supervisors Some of these laws require supervisors/managers to receive separate, specialized training. Review applicable laws and agency guidance carefully to determine exactly who must be trained. Nondiscrimination and anti-retaliation Your state or local jurisdiction’s training requirements may go beyond just sexual harassment. For example, California requires that the training also addresses abusive conduct, discrimination and retaliation. In Chicago, employers must also provide bystander training (actions that an employer may take to intervene when there is a risk of sexual harassment to a co-worker or another individual). Check your state and local law for specific training requirements, including who must be trained, the frequency in which training must be provided, the required content of the program and recordkeeping requirements. Even in absence of explicit mandates, employers need to consider nondiscrimination guidelines for all supervisors and employees. Supervisors should expect that the company will tolerate discrimination against applicants and employees based on any protected characteristic, as well as provide examples of prohibited conduct. Employees should also train employees about harassment, discrimination and retaliation. Compliance with certain circumstances makes employment much easier. Effective training can help protect a culture of compliance with the law and ethical business practices. The training should cover the company’s policies, procedures and efforts to prevent, detect and address wrongdoing, as well as any laws that may apply to the company, such as the Foreign Corrupt Practices Act or the Sarbanes-Oxley Act. Safety training Many of the U.S. Occupational Safety and Health Administration’s (OSHA) regulations expressly require the employer to train employees in the safety and health aspects of their jobs. Four examples of OSHA’s training requirements are listed below: Emergency action plan. Employers required by an OSHA regulation to have an emergency action plan must train a sufficient number of employees to assist in safe and orderly emergency evacuation (see 29 CFR 1910.38). Personal protective equipment (PPE). Employers must provide training to any employee required by OSHA regulations to wear PPE. For details on PPE training requirements see 29 CFR 1910.132 and 29 CFR 1910.134. Hazard communication. Employers with hazardous chemicals in the workplace must provide employees with effective training at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area. For detailed training requirements see 29 CFR 1910.120. First aid. If an infirmity, clinic or hospital isn’t close to the workplace, the employer must ensure that one or more individuals are adequately trained to provide first aid (see 29 CFR 1910.151). Keep in mind other OSHA standards make it the employer’s responsibility to limit certain job assignments to employees who are “certified,” “competent” or “qualified”—meaning that they have had special previous training, in or out of the workplace. Some states have their own safety regulations regarding occupational safety and health training. Other federal agencies, such as the Environmental Protection Agency, also require workers to undergo training prior to performing tasks involving hazardous substances. Workplace violence prevention training and employees. Preventing workplace violence training Some states are beginning to require employers to provide training on preventing workplace violence. For example, in July 2024, California began to require most employers to have an effective written plan and take certain other actions to help prevent workplace violence, such as effective employee training. Effective June 2, 2025, New York will require employers with 10 or more retail employees to implement workplace violence prevention training, policies and other measures. In New York, employers with fewer than 50 employees are only required to provide the training upon hire, and every other year thereafter (instead of annually). Job or industry-specific training Certain federal and state laws require training for employees with specific job functions. For example, the Health Insurance Portability and Accountability Act (HIPAA), requires covered entities, such as healthcare providers, to train their workforce on procedures regarding protected health information as is necessary and appropriate to their employees' respective job functions. In addition, Hazardous Materials Regulations require employers to provide specific safety training to employees who directly affect hazardous materials transportation. Depending on your industry, your state or local jurisdiction may require you to provide training on human trafficking to employees. Check your industry requirements for more information. Performance management training All supervisors should receive adequate training on effectively managing employee performance. Supervisor training should address the company’s performance review process and expectations, as well as guidelines for giving objective and constructive feedback, avoiding bias, setting appropriate goals, and effectively coaching employees. FLTA training Training supervisors on the Fair Labor Standards Act (FLSA) can help employers comply with various provisions of the law and is considered a best practice. At a minimum, the training should cover overtime requirements, the prohibition against off-the-clock work and ensuring full hours of work are recorded and compensated. Leave and absentee training Training supervisors on leave-of-absence procedures and laws can help ensure that supervisors respond properly to requests for leave. At a minimum, the training should provide an overview of applicable leave laws and employer policies, how supervisors should handle leave requests, and job restoration requirements upon the employee’s return. The training should also stress that job-protected leave may not count against an employee when evaluating their attendance or performance. Conclusion Employers should familiarize themselves with the training requirements that apply to their employees and their business; design and implement effective programs; and use qualified trainers. In addition, employers should thoroughly document all training activities and retain records of employee attendance at all completed trainings. When training employees, it’s important to remember the big picture and end goals. Why? Because it’s easy to get lost in “just-in-case” training scenarios that can end up wasting a lot of time. If you are able to cover a broad spectrum aspects that add up to your big picture, training your employees will be more effective. They will have learned the skills necessary to make decisions effectively on their own, and thus, there would be no reason for “just-in-case” training. Similarly, it’s important to remember that training is not about you. It’s about your employees. I know this may sound ridiculous. But a lot of times, we see companies train on topics that they want to and not on what employees need. If you want to train based on your employees’ needs, consider the following: What sounds trendy may not be what your employees needs. Sometimes, you just need to go back to the basics. You may want to survey your team members on what they really want. The goal for any leader is to ensure that employees are learning and growing. In order to do this, training must occur and it must be relevant. To keep employees motivated and happy, they need to feel ownership over their growth and desired outcomes. So instead of telling them what to think, let them decide for themselves. Give them choices and options so they’re engaged in the training. Let them lead where they desire. Encourage them to share their thoughts and opinions. And don't forget to ask them how to get there. They will know how each training is useful and how it adds up to completing an end goal. Similarly, it creates context. Context is so important for success. If you tell your team that by the end of a training, they should have a sales process outlined, they will make sure they get there. This means, in the training, they can ask more guided questions and have conversations that are direct and focused. It's easy for trainings to get off track, especially when they're done internally. Setting outcomes and objectives makes sure that everyone leaves ready for success. 2. Help employees understand behaviors through DISC DISC assessments are a very helpful tool for managers and sales people. The assessment not only shows how an individual employee behaves in certain situations, it shows how they can best interact with people of different behavior profiles. DISC creates a deeper understanding of the decisions an employee makes. This can help guide behavior in trainings because employees understand how they are inclined to act. Similarly, it can help to inform management training. A lot of times, managers manage their sales reps how they would want to be. This, in fact, is not a best practice for profiting. Instead, it's important to train your managers that different people make need different things. For example: giving feedback. People like to give and receive feedback in many different ways. For some people,

[illegible]