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Employee training isnt just about delivering informationits about making learning engaging, memorable, and impactful. Traditional training methods often fail to capture attention, leading to disengagement and wasted resources. Research shows that grabbing and maintaining employee attention is essential for effective learning. Yet, many organizations focus on aesthetics rather than functionality, missing the opportunity to drive real performance improvements. To maximize training ROI, companies must choose the right methods that not only look good but also deliver results. Below, we explore why traditional training methods fall short and how to select strategies that truly engage employees and enhance learning outcomes. Traditional training methods often feel like an obligation rather than an engaging experience, leading to missed opportunities for improved learning and productivity. The issue isnt just the materialsits the method. Many companies prioritize aesthetics over function, but if a training program doesnt achieve its learning goals, it fails regardless of how visually appealing it is. With so many modern training methods available, it can be overwhelming to choose the right one. Heres what to keep in mind: Engagement matters Training should be innovative, creative, and enjoyable to maximize attention and recall. Function over form A visually appealing course is meaningless if it doesnt enhance learning outcomes. Variety of methods Todays training options are vast; selecting the right one is crucial for effectiveness. Weve compiled a list of the best training methods and practical guidance to help you choose the right approach for your employees. Everyone prefers to learn differently. Some by watching, others by listening or reading and writing, and others by doing. Some learners change their preference depending on certain conditions. The topic might also influence the appropriateness of one method over the other. Powered by technology, the types of training methods are numerous. Lets explore the features of each training method for employees. Most training methods target more than one learning style, whereas some focus on one particular style. And thats OK! Because if you offer training using different types of methods, youll satisfy the styles of different employees. And unless the topic calls for a particular training method, you might consider a variety of methods for a single topic. Below are seven of the best types of employee training methods: Case studies Coaching eLearning Instructor-led training Interactive training On-the-job training Video-based training Check out the details and benefits of each type! This type of training is great for developing critical thinking, problem-solving, and analytical skills. The scenarios can be real or imaginary, but in the context of employee training, they all illustrate situations at work. Learners read the case studies and then analyze and solve them individually or in a group. Some solutions might be better than others, depend on assumptions, and be either optimal or the best possible given the circumstances. Although case studies allow your staff to learn at their own pace, theyre most useful for less complex topics. Mentorshipanother name for coachingshould be an impactful and memorable learning experience. At least, thats the expectation of mentors and mentorees. When your experienced staff dedicates time and effort to coaching new employees, those new employees will feel valued and supported. Put some emphasis on the time and effort required by mentors, and remember that it pays off. Although coaching and on-the-job training might seem similar, coaching: Focuses on the mentor-mentee relationship Is more inspiring Is most likely to make the employee comfortable asking questions You can also deliver coaching sessions onlinemaking them even more accessible. You might know this one by online training. Its computer-based training thats delivered from a distance, online. The advantages? Learners can go through the content and activities at their own pace. Theres no need to hire an instructor. It scales beautifully, so the number of simultaneous learners can increase tremendously. Oftentimes, eLearning: Resembles classroom training Uses visuals with a voiceover Complements lessons with videos and reading materials As you dont have an instructor monitoring engagement levels, you must use other means to do it. Quizzes and other types of interactive activities are wonderful for that purpose. They also allow you to appraise the progress of each employee and the effectiveness of the training. Whether its in-person or online, an instructor-led training session is very much based on the dynamics of a classroom. Led by an instructor With a presentationjust like a lecture Although an academic-like classroom experience may not seem thrilling to some learners, the method has some significant pros. Learners can ask the instructor questions that the materials dont cover in real-time. Instructors can monitor learners progress and engagement. Learners and instructors can build a relationship with each other. Complex topics are sometimes easier to teach in a classroom. On the other hand, whether theyre online or physical, classroomor instructor-led training sessionshave some cons. A high number of learners prevents the instructor from interacting one-on-one with all of them. Learners cant learn at their own pace since there are multiple learners in the (in-person or virtual) room. Anything interactive has the potential to grab our attention. And training is no different! Thats why interactive training is highly engaging and effective. Learners absorb more information, retain it faster, and recall it for longer periods of time. The success of interactive training comes from being practical rather than theoretical. So, employees learn by applying knowledge in a realistic setting. Here are three examples of interactive training: Game-based training: Using rewards like points increases motivation levels, and this type of training can make learning fun. Roleplaying: A facilitator manages the process of acting out different work scenarios with the learners. Its especially effective for client or customer interaction training as it explores difficult situations in a controlled environment. Simulations: These can be appropriate for learning specialized, complex skills, like for medicine or aviation training. Simulations set up real work scenarios for the learners, so augmented or virtual reality can be great simulation tools. Also known as hands-on training, on-the-job training is great for teaching new knowledge, such as industry or technological trends.The audience for training: You should aim for a training method that attains the goals of your training program, right? To get there, you need your target audience to believe in the benefits of the program. And some training methods are better than others for specific audiences.Older employees might feel more comfortable with instructor-led training. Millennials often prefer training methods compatible with mobile devices, such as games and video. Any online training is most effective when employees are remotely located, are senior-level staff with limited availability, or travel a lot. To ensure your training program achieves its goals, you need to measure its effectiveness. Start by identifying the key improvements you expect and how employees should perceive the trainingthese will be your metrics. Once defined, use the following methods to collect data: Employee performance comparison Measure key metrics (e.g., sales closing rate, customer satisfaction, task efficiency) before and after training. Learner engagement analytics Use xAPI (Tin Can API) to track engagement in personalized or adaptive training programs. Adoption of software or processes Assess task completion rates and efficiency before and after training on new software or workflows. Pre- and post-training assessments Conduct quizzes to measure knowledge, skills, and behavioral improvements. Real-time progress tracking Use interactive quizzes and feedback polls within training modules to monitor learning in real time. Post-training feedback surveys Evaluate learner satisfaction, as higher satisfaction increases the likelihood of applying new skills. Cost-benefit analysis Compare training costs with financial and morale-related benefits to determine the most effective methods. Learner interviews Gather insights from employees whose performance improved and those who struggled to refine future training efforts. By leveraging these methods, you can ensure your training programs drive meaningful improvements. Selecting the right training methods is key to ensuring your employees gain the skills they need. A blended approachtailored to your teams unique needscan maximize engagement and effectiveness. The best method depends on your goals, audience, and the outcomes you want to achieve. Let us help you determine the ideal training strategy for your organization. Contact us today to explore customized solutions that drive real results. Nationwide On-Site TrainingSkills you'll gain: Training and Development, Training Programs, Employee Training, Developing Training Materials, Adult Education, Drive Engagement, Employee Engagement, Compliance Training, Instructional Design, Management Training And Development, Workforce Development, On-The-Job Training, Needs Assessment, Program Evaluation, Professional Development, Learning Styles, Return On InvestmentSkills you'll gain: Quality Management, Project Management Life Cycle, Sprint Retrospectives, Project Scoping, Project Closure, Milestones (Project Management), Stakeholder Communications, Project Management, Project Planning, Agile Project Management, Continuous Improvement Process, Project Controls, Backlogs, Professional Networking, Requirements Analysis, Stakeholder Management, Quality Assessment, Project Documentation, Change Management, Interviewing SkillsSkills you'll gain: Active Listening, Problem Solving, Collaboration, Presentations, Critical Thinking and Problem Solving, Interpersonal Communications, Teamwork, Conflict Management, Creative Problem-Solving, Constructive Feedback, Creative Thinking, Root Cause Analysis, Virtual Teams, Social Skills, Professional Development, Public Speaking, Persuasive Communication, Client Services, Ability To Meet Deadlines, Verbal Communication SkillsSkills you'll gain: Public Speaking, Persuasive Communication, Presentations, Verbal Communication Skills, Microsoft PowerPoint, Oral Expression, Communication, Storytelling, Critical Thinking, Motivational Skills, Constructive Feedback, Performing Arts, Concision, Drive Engagement, Communication Strategies, Writing, Target Audience, Non-Verbal Communication, Problem Solving, ComposureSkills you'll gain: Threat Modeling, Network Security, Threat Management, Incident Response, Vulnerability Management, Computer Security Incident Management, Hardening, Intrusion Detection and Prevention, Cyber Threat Intelligence, Cyber Attacks, Cybersecurity, Network Protocols, Professional Networking, Bash (Scripting Language), Operating Systems, Security Controls, Stakeholder Communications, Debugging, Interviewing Skills, Python ProgrammingSkills you'll gain: Fundraising, Grant Writing, Proposal Writing, Prospecting and Qualification, Philanthropy, Campaign Management, Tax Planning, Direct Marketing, Business Writing, Marketing Strategies, Relationship Building, Estate Planning, Benefits Administration, Administration, Target Audience, Email Marketing, Telemarketing, Stakeholder Management, Negotiation, Stakeholder EngagementSkills you'll gain: English Language, Vocabulary, Business Writing, Interviewing Skills, Verbal Communication Skills, Business Correspondence, Social Skills, Professional Networking, Professional Development, Business CommunicationSkills you'll gain: Storyboarding, Wireframing, Responsive Web Design, User Experience Design, Design Thinking, User Research, UI/UX Research, Information Architecture, Figma (Design Software), Usability Testing, Professional Networking, User Story, Web Design, Design Reviews, Usability, Presentations, User Experience, Design Research, Ideation, Interviewing SkillsSkills you'll gain: Active Listening, Interpersonal Communications, Conflict Management, Constructive Feedback, Social Skills, Trustworthiness, Relationship Building, Business Communication, Collaboration, Communication, Communication Strategies, Professional Development, Empathy, Assertiveness, Emotional Intelligence, InfluencingSkills you'll gain: Cost Estimation, Stakeholder Management, Project Risk Management, Project Controls, Project Schedules, Work Breakdown Structure, Project Performance, Estimation, Conflict Management, Quality Management, Change Control, Project Management, Timelines, Milestones (Project Management), Project Planning, Peer Review, Budgeting, Scheduling, Project Management Life Cycle, Risk AnalysisSkills you'll gain: Public Speaking, Active Listening, English Language, Verbal Communication Skills, Communication, Critical Thinking, Creative Thinking, Stress Management, Adaptability, Self-AwarenessSkills you'll gain: Animations, Editing, Writing and Editing, Content Creation, Video Editing, Video Production At Tuscarora Training Center, we learn new techniques using a combination of traditional drilling, flow/play wrestling, games, and live training. The focus in training is understanding concepts more than specific techniques. If an athlete can grasp positions conceptually, he or she will develop creativity and a less rigid style than someone who drills the same positions repeatedly. Developing the fundamentals of positions is the beginning for any wrestler or jiu jitsu player. Adding positional live training, with training with constraints, and sports-specific strength and conditioning all add to the athletes potential for success. Training typically focuses on providing employees with specific skills or helping those correct deficiencies in their performance. It is a short-term learning process that involves acquiring knowledge, sharpening skills, concepts, and rules, or changing attitudes and behaviors to enhance the performance of employees. After an employee is selected, placed, and introduced to an organization, he must be provided with training facilities to perform his job efficiently and effectively. Training is an activity leading to skilled behavior, teaching employees the basic skills they need to perform their jobs. The heart of a continuous effort designed to improve employee competency and organizational performance. Training is a continuous social process of increasing employees skills, knowledge, attitudes, and efficiency for better organizational performance. Training is increasing the knowledge and skills of an employee for performing the job assigned to him. Different scholars of management have defined training. Some important definitions of training are as under. According to Garry Dessler, Training is the process of teaching new employees the basic skills they need to perform their jobs. Jack Halloran states, Training is the process of transmitting and receiving information related to problem-solving. Edwin B. Flippo Said, Training is the act of increasing the knowledge and skills of an employee for doing a particular job. In the words of Dale S. Beach, Training is the organized procedure by which people learn knowledge and improve skill for a definite purpose. In the words of Michael J. Julius, Training is a process by which the aptitudes, skills, and abilities of employees perform specific jobs are increasing. According to Edwin B. Flippo, Training is the act of increasing the knowledge and skill of an employee for doing a particular job. Training simply provides the employees ability to perform a specific job. Thus, the art, knowledge, and skill to accomplish a specific job in a specific way are called training. Training simply provides the employees ability to perform a specific job. Thus, the art, knowledge, and skill to accomplish a specific job in a specific way are called training. Training and development programs are needed at all levels of the organization to make qualitative improvements in the employees work. The managers main aim of formal education is to increase his ability to learn from experience. The second aim is to increase his ability to help his subordinates to learn from experience. Three objectives of any training program: An electrical engineer may need more knowledge than he now possesses about circuit design. A new manager may require knowledge about company policies. Knowledge acquisition is fairly straightforward, provided the individual wants the new provisions in the labor agreement. It can be made available to him in several ways. However, if he does not want the knowledge, getting him to learn it is difficult. In industry, attempts should be made to create a felt need for new knowledge. The acquisition of a manual skill requires practice or experience accompanied is feedback. Pure trial and error method learning can be speeded up by guidance, but the individual cannot learn unless he performs and receives cues that tell him about the success of his efforts. The necessary effort will be expended only if there is a felt need on the part of the learner. Much of the managers work is solving problems. These include organizing his and his subordinates activities, planning, and a wide range of other decision-making activities. These are diagnosing problems, interpreting relevant data, assessing alternative solutions, and getting feedback on the solutions effectiveness. x These skills can be improved, and classroom education is one method utilized for this purpose. As with any skill, practice and feedback are essential for learning. The case method is the most widely used classroom method for improving problem-solving skills. In the hands of a skillful teacher, it can be highly effective. It has been rightly said that man-to-man coaching on the job constitutes 80% of all training. Besides being timely and related to the concrete day-to-day experience, it has the special advantage of meeting the specific needs of each subordinate in a special situation. To compete effectively, firms must keep their employees well trained. The first step in the training process is a basic one, to determine whether a problem can be solved by training. The overall purpose of the assessment phase is to determine if training is needed and, if so, to provide the information required to design the training program. Training is conducted for one or more of these reasons: required legally or by order or regulation, to improve job skills or move into a different position, for an organization to remain competitive and profitable. If employees are not performing their jobs properly, it is often assumed that training will bring them up to standard. This may not always be the case. Ideally, training should be provided before problems or accidents occur and maintained as part of quality control. The assessment consists of three levels of analysis: organizational, task, and person. Organizational Analysis: It examines the problems an organization is experiencing and where they are located within it. Task/Operational Analysis: An operational analysis identifies the skills and behaviors required of the incumbents for a given job and the standards of performance that must be met. Personnel Analysis: The personnel analysis examines how well individual employees perform their jobs. Training should be given to those who need it. Assigning all employees to a training program, regardless of their skill levels, is a waste of organizational resources and creates an unpleasant situation for employees who do not need training. The training objectives must be clarified, related to the areas identified in the task analysis, and should be challenging, precise, achievable, and understood. The employees themselves can provide valuable information on the training they need. Just ask them! They know what they needwant to make them better at their jobs. Also, regulatory considerations may require certain training in certain industries and/or job classifications. Once the kind of training needed has been determined, it is equally important to determine what training is not needed. Training should focus on those steps in which improved performance is needed. This avoids unnecessary time lost and focuses the training on meeting the needs of the employees. Once the employees training needs have been identified, employers can then prepare for the training. Clearly stated training objectives would help employers communicate what they want their employees to do better or stop doing! Learning objectives do not necessarily have to be written, but they should be clear and thought out before the training begins to be as successful as possible. Professionals should conduct training with knowledge and expertise in the given subject area. Nothing is worse than being in a classroom with an instructor who does not know what they are supposed to teach! Use in-house, experienced talent, or an outside professional best option. The training should be presented so that its organization and meaning are clear to employees. An effective training program allows employees to participate in the training process and practice their skills and/or knowledge. Employees should be encouraged to participate in the training process by participating in discussions, asking questions, contributing their knowledge and expertise, learning through hands-on experiences, and even role-playing exercises. The targeted group of employees and methods such as on-the-job or off-the-job training should be selected first to make the training program effective. The capacity and knowledge of trainers and their acceptance by the participants are of secondary importance. On the job: Training is administered at the actual work site using the actual work equipment Off the job: Training is administered away from the actual work site. It may be any prominent hall room or auditorium, but the required training environment equipment and materials should be available or arranged. The training program that results from the assessment should directly respond to an organizational problem or need. Approaches vary by location, presentation, and type. One way to ensure that the training program accomplishes its goals is by evaluating the training by both the trainees and the instructors. Training should have, as one of its critical components, a method of measuring the effectiveness of the training. Evaluations of the training program will help employers or supervisors determine the amount of learning achieved and whether or not an employees performance has improved. Assess the programs success or failures. The credibility of training is greatly enhanced when it can be shown that the organization has benefited tangibly from such programs. Organizations have taken several approaches to determine the worth of specific programs. In this phase, the effectiveness of the training is assessed. Effectiveness can be measured in monetary or non-monetary terms. It is important that the training is assessed on how well it addresses the needs it was designed to address. Evaluating a training program helps the participants opinion is inexpensive and provides immediate responses and suggestions for improvements. The basic problem with this type of evaluation is that it is based on opinion rather than fact. In reality, the trainee may have learned nothing but perceived that learning experiences have occurred. Some organizations administer tests to determine what the participants in the training program have learned. The pretest, posttest, and control group design is one evaluation procedure that may be used. Tests may accurately indicate what has been learned but give little insight into desired behavioral changes. Another approach to evaluating training programs involves determining the extent to which stated objectives have been achieved. Benchmarking: Benchmarking utilizes exemplary practices of other organizations to evaluate and improve training programs. It is estimated that up to 70 percent of American and recently European and Indian firms engage in benchmarking. A Case for Simplicity: Value is the measure of impact and positive change elicited by the training. Training brings about benefits/ advantages both to the organization and employees. How does a Company Benefits From Training Programs? Goldstein and Gilliam also outlined six reasons companies believe training investments can help them gain a competitive advantage. Increased efficiency of employees: An effective training program can make the company employees work effectively. With training, people gain confidence, seen in the output and results. An employee needs to be supervised when he works. When the employee has sufficient training, the amount of supervision required is less, as mistakes are less. This reduces the workload of the supervisor. The amount of wastage by an employee reduces a lot due to training; therefore, if we consider the amount of wastage, we find that the company has saved a lot of money. Proper training improves the chances of obtaining promotions, and employees are happy because they have better opportunities. This will lower employee turnover intention and hence labor turnover in the company. Training always benefits employees, whether old or new. In the case of new employees, training helps them a lot. This is because new employees may not be aware of the organizations functioning, and training helps them gain knowledge and insight into the companys work. Labor-management relations are essential for any organization. When companies introduce training programs and prepare employees for future jobs and promotions, they send out a message to the unions interested in employee welfare. Due to this, the unions also adopt a positive attitude, and labor-management relations improve. How do Training Programs Benefits The Employees? The benefits of employee training and development are; Training leads to an increase in employee self-confidence. The person can adjust to his work environment and doesnt feel humiliated in front of his seniors. This confidence leads to better efforts in the future of the employees. Training brings a positive attitude among employees and increases the employees motivation levels in the organization, thereby improving the organizations results. An effective training program helps an employee benefit from the reward system and incentives available in the company. Thus the employee can get these rewards, increasing his motivation levels. An effective training program teaches an employee how to do his work and trains him to work as a group. This training program improves group efforts. Effective training programs increase performance and the chances of obtaining promotions. Many employees even opt for a certain program to help the employee improve their chances of promotion and obtain higher positions in the organization. The training must be a continuous process, planned systematically to accomplish the desired results efficiently and benefit the organization and employees. According to Littlefield, C. l. and Rachel, R., for the training program to be truly most effective when the learning experience occurs under conditions identical to the actual conditions that occur on the job. Training is most effective if the supervisor, who is training the employees, is responsible for the candidates progress and the training programs overall results. Training is most effective if the learner is given helpful, friendly, and personal attention and instruction. This would create self-confidence in the employee and the desire to do better. Training needs analysis seeks to answer the questions which, if any, need training. And what training do they need? The questions may be straightforward, but getting good answers to these questions constitutes one of the most difficult steps in the total training process. A training need exists when an individual lacks the knowledge or skills to execute an assigned task satisfactorily. Therefore, the training needs an identification exercise to identify the gap between required and actual competencies to determine the training that would help bridge the gap. It is important to assess whether there is a need for training. Two elements need consideration in carrying out a training needs analysis: job requirements and personal requirements. At the same time, Robbins and Decenzo suggest that management can determine the training needs of an employee by answering four questions: What are the organizations goals? What tasks must be completed to achieve these goals? What behaviors are necessary for each job incumbent to complete his assigned tasks? What deficiencies do incumbents have in the skills, knowledge, or attitudes to perform the necessary behaviors? These questions demonstrate the close link between human resources planning and the determination of training needs. A training program should be followed naturally based on the determination of the organizations needs, the type of work to be done, and the skills and knowledge necessary to complete the work. To ensure consistency in training and development function, the HR department of each organization develops a suitable training policy, defining the scope, objective, philosophy, and techniques. Such a training policy serves the following purposes: It defines what the organization intends to accomplish through training; It indicates the type of persons to be responsible for training functions; It identifies the formal and informal nature of training; It spells out the duration, time, and place of training; It exchanges for engaging outside institutions for training; It embraces and includes training about the labor policies of the organization. HRM experts have identified the different methods for the identification of training needs. Discussed below: Observation and analysis of job performance; Management recommendations; Staff conferences and recommendations; Analysis of job requirements; Consideration of current and projected changes; Surveys, reports, and inventories; Once it has been determined that training is necessary, training goals must be established. Management should state what changes or results are sought for each employee. These goals should be tangible, measurable, and verifiable. Goals should be clear to both management and employee. Both should know what is expected from the training effort. Training and education are majorly the same, and the difference is that training is undertaken to acquire a particular skill. In contrast, education aims at increasing ones knowledge about something. We were to go to school to get an education but y we can get training anywhere relevant to what we be trained at. Training and education are both different facets of learning. At first, it may be difficult to tell the difference between them, especially in todays school system, but there are major differences in training and education. Their purpose, history, and methodology are all vastly different. The training was initially practiced through guilds. Youngsters would be apprenticed to a master baker or builder and work under him to learn his trade. This was considered the proper learning method for the lower and middle classes. Education has its origins in the medieval university system. Young men from wealthy families would complete a course in theology or philosophy before studying their chosen profession. The education theory also played a large role in the concept of the Renaissance man. AttributeEducationTrainingDeterminingFactorsPurpose of the Learning ExperienceAcquire or deepen mindset or professionAcquire new skills and knowledgeDo I want to be transformed into a different person or be more skillful?Evidence of Learning SuccessCourse grades, GPATesting, Certification, Job PerformanceHow will others and I know I was successful with my learning experience?CredentialsDegrees, Graduate CertificatesCertificates and LicensesDo I want to get a degree or a certificate?Difficulty to LearnHarderEasierAm I ready to undertake a lengthy and hard learning process, or can I just do something quickly?Length of the Learning ProcessOne to three yearsTypically from one to five days or several weeksHow long do I expect the learning process to take?Persistence of the Learning OutcomeLasts a lifetimeShort half-life, five years on averageHow long should I expect the results of this learning to last or remain current?Style of LearningDraw out, mentoring by an instructorDrill in, develop skills and habits, and practiceWhat can I expect my educational experience to be like?Behavior After Learning Took PlaceActing after deep thought and analysis; broadActing out of new habits and skills, narrowHow will I behave after this learning experience?ChangeSkillful at thinking Transformational deeper, more radicalSkillful at doing, shallower, more superficialWhat kind of change am I looking for?End ResultIt makes you different from others, thoughtful and mindful, educatedMake you the same as others with the same training, measure upWhat am I looking for as a result of mine? Learning experience?Institutions, Providing,Learning, ExperienceColleges and UniversitiesColleges and UniversitiesIn-house seminars, training companies, self-taughtWhere can I obtain this learning experience?ExamplesColleges courses and degree programsTraining seminars, job trainingWhat are some examples of education and training? In the age of globalization, knowledge is becoming a reliable source of sustained competitive advantage. It is becoming a basic capital and the trigger of development. Modern organizations, therefore, use their non-HR resources (money, time, energy, information, etc.) for permanent training and development of their human resources. Since organizational knowledge is largely located inside the human mind, i.e., the head of employees, human resources are becoming the key factor of business success as carriers of knowledge and activities. Organizational development is always conditioned by human knowledge and skills. This is why; contemporary organizations pay more and more attention to the development of their employees. Thus, employee education and training are becoming an optimal answer to complex business challenges, and human resources management is central to modern management. Employees are hired based on their current knowledge. As time goes on, knowledge becomes obsolete. New employees may not be able to perform their assigned job satisfactorily. Often they must be trained for the duties they are expected to do. Even the experienced employees in a new job need training to improve their performance. Through employee training and development, human resources management provides constant knowledge innovation, creates conditions for mutual knowledge and experience exchange, and proactive behavior- contributing to competitive advantage and satisfaction of all participants in business procedures. Training is not a luxury; companies must participate in the global electronic marketplaces by offering high-quality products and services. Training provides required skills to the employee for doing the job effectively, skillfully, and qualitatively. Generally, training is given by an expert or professional in a related field or job. Training of employees is not continuous, but it is periodical and given at a specified time. Thus, training is a process that tries to improve skills or add to the existing level of knowledge. It bridges the gap between the employee has and the job demands. The employee is better equipped to do his present job or mold him to be fit for a higher job involving higher responsibilities. Training is required at every stage of work and for every person at work. Training is vital in keeping one updated with the fast-changing technologies, concepts, values, and environment. Training programs are also necessary for any organization to improve the quality of the employees work at all levels. It is also required when a person is moved from one assignment to another of a different nature.

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