

## Unit 303: Contribute to business success

### Worksheet 3: Delivering skills training

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1. Provide five examples of methods which can be used to identify staff training needs and explain what is required for each method:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2. Provide three examples for training records to document training and explain what they entail:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3. Describe the purpose of induction training:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

4. Explain why is it important for the kitchen team to receive training:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

5. Describe six examples of training needs a chef de partie may identify within the team:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

6. When planning on-job training, what factors does a chef de partie need to consider?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

7. Provide three measures a chef de partie could use to monitor the progress of trainees and provide guidance after training has taken place:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_