Unit 303: Contribute to business success

Activity 25: Training needs quiz (Tutor)

1. True or false: A training need is essentially a gap between current performance (what employees actually do in the job) and required performance (what employees should do in the job). True

2. Place the steps involved in analysing training needs in the correct order:

   a) Identify competencies held by each employee for that job/role
   b) Create a training plan
   c) Identify competencies that relate to each job/role
   d) Outline training requirements to fill the gaps
   e) Compare competencies, look for gaps

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3. Once the need for training has been identified which of the following steps are required to prepare for the actual training?:

1. Discussing the coaching with the staff member True
2. Obtaining approval for coaching from management False
3. Organising a time and place True
4. Planning the coaching session True
5. Undertaking a feasibility study False

4. True or false: When you are instructing others, you need to consider the variety of learning styles so that each person is able to absorb the new knowledge. True

5. True or false: Combining verbal and visual instruction with hands-on learning means that you are more likely to achieve success and make learning meaningful. True

6. Which of the following records could be used to document training progress and results:

1. Logbooks, documenting tasks and activities.
2. Statutory declarations from the learner.
3. Third party or supervisor reports
4. Portfolios
5. Human resource training documentation.