



# **THE TIMES 100**

## **BUSINESS CASE STUDIES**

### **Training and development lesson suggestions & activities (NDA)**

#### **Learning outcomes**

Students should...

- Understand the importance of training (AO1)
- Know the different types of training (AO1) and analyse the advantages and disadvantages of them (AO3) for a range of employees (AO2)
- Analyse the costs and benefits of training (AO3)

#### **Starter activities**

- **Training Post-its** . students write down on post-its the reasons they think firms carry out training. They are then stuck on the board and used to stimulate discussion about training and its purpose.
- **NDA word search** of the key terms.

#### **Delivery ideas**

- Use the **Training and Development PowerPoint** to introduce the topic and apply theory in the context of a real organisation - NDA
- GCSE . students should write an insert for an induction manual for new workers to NDA or the Site Licence Companies working with NDA. This insert should explain the methods of training and development the employees will receive while working in the industry. It should also explain the purpose and importance of the training and development. They should use the **NDA case study** for guidance.
- **AsqLevel** . pairs or small groups of students develop an educational resource about Training and Development which is to be used with GCSE students. This could be in any form e.g. video, presentation or leaflet and should include:
  - Methods and types of training, using examples from the **NDA case study**
  - Advantages and disadvantages of these methods
  - Importance of training for organisations
  - The costs and benefits of providing training
- **Training and development worksheet** (*resource attached*)



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### **Plenary activities**

- Mini-plenary . **You say, we pay**. A volunteer from the group stands at the front of the class facing the students. Key terms related to training and development are then projected on the board so the volunteer can't see them but the rest of the class can. The students then describe the terms (without actually using the words) and the volunteer has to guess what terms are being described. The terms can either be displayed one at a time, with the next one being revealed only when the previous one has been guessed correctly. Alternatively a number can be displayed at once . this can be a little more chaotic.

One way of playing the game is to try to complete all the key words in the time allowed; or it can be played as a team game with the class being divided into two or more teams and they compete against each other to correctly guess a given number of terms in the shortest time possible.

- **Training and development dominoes** (*resource attached*).
- **NDA crossword**



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### Training and development worksheet - NDA

#### What's in it for me?

##### I am learning...

- about the different types of training and advantages and disadvantages of these
- the purpose, costs and benefits of training and development for organisations

##### I am developing my skills as...

- A *self manager* by organising my time and resources and prioritising actions
- A *reflective learner* by assessing myself to identify my needs for future progress

#### Task 1

Read through the **NDA case study**. Use the glossaries to help you learn the relevant terms and definitions.

#### Task 2

##### GCSE Questions

1. Define on-the-job training

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2. Give two advantages and two disadvantages of off-the-job training

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3. Outline the costs of providing training

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4. Explain the purpose of induction training and give examples of what might be included in induction training

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5. Explain the reasons why NDA is prepared to invest in and develop its own workforce and that of the SLCs and their subcontractors

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6. Explain the reasons why NDA engages with GCSE Science students

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### **Task 3**

#### ***What do you want to do in the future?***

Carry out a training needs analysis on yourself by...

- Listing skills, qualities, experiences and qualifications you have that will support your future career
- Identifying any skills, qualities, experiences and qualifications that would be desirable for your future career but you do not currently possess
- Plan the training and development activities you could undertake to help you gain the necessary attributes



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### **Training and development dominoes**

Cut out the domino cards and divide all but one between the players in a group. The remaining domino is to be placed on the table. The first player must try to match a term with a definition from their dominoes. If they can't go then the next player has a turn. The first player to lay all their dominoes is the winner.

On-the-job	Induction training should include some element of this e.g. where emergency exits and assembly points are
Training	A type of training that takes place in the workplace
Development	Work related education which helps employees to acquire knowledge and skills
Off-the-job	Helps workers develop and broaden their capabilities to assist their career progression
Mentoring	A type of training that takes place away from the workplace



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Observation	A method of on-the-job training where an experienced member of staff is available to provide advice and support
Day release	A method of on-the-job training where the employee watches someone else doing the job
Bad habits	A type of off-the-job training where an employee goes to college one day a week
Expensive	These might be passed on during on-the-job training.
Training needs analysis	One of the disadvantages of off-the-job training
Transfer of learning	The activities that are carried out to assess current and future skills problems and training requirements
Coaching	This is usually good when on-the-job training is carried out



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Specialist trainers	This type of on-the-job training involves another member of staff guiding a trainee through the job role or teaching them how to improve
Apprenticeship	Training is provided by these when carried out off-the-job
Induction training	A training model whereby workers receive both on-the-job and off-the-job training
Health and safety training	This is given to workers when they first start at a firm to help them settle in