

Employee Training & Competence

1. What is competence?

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

An employer, you should take account of the competence of relevant employees when conducting risk assessments. This will help you decide what level of information, instruction, training and supervision needed prior to an employee being able to work on their own. Competence in Health and safety should be seen as an important component of workplace activities, not an add-on or afterthought. If you use contractors, you have a responsibility to make sure they also are competent.

Someone's level of competence only needs to be proportionate to their job and place of work. As you would not require the same health and safety competence to work in an office environment as you would on a construction site.



2. What is importance of training?

Workforce training is an indispensable way to keep your organisation competitive. Employees are human, most will have weaknesses or gaps in their professional skills. It might be difficult to overstate the importance of ppt in your current training program, and employee development articles in educating your workforce.

3. What are the benefits of training employees?

General Benefits from Employee Training and Development

- Ensuring compliance with legislation (instruction, information, training and supervision)
- Increased job satisfaction and morale among employees.

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- Increased employee motivation.
- Increased efficiencies in processes, resulting in financial gain.
- Increased capacity to adopt new technologies and methods.
- Increased innovation in strategies and products.

4. What is the need of training?

Definition: Training Needs Analysis (TNA) is the process in which the company identifies training and development needs of its employees so that they can do their job effectively. It involves a complete analysis of training needs required at various levels of the organisation.

5. Why workplace learning?

Workplace learning is one such tool that can be used to develop staff and maintain their effectiveness. Many employees believe that their workplace is the best place for them to learn. They are also more motivated workers if they feel that they are being invested in with learning opportunities or skills training.