

## Training and Development

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### Assessment 4

**Total Marks: 30**

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| 1. How the training needs are assessed in an organization.  | 7 |
| 2. How do training programmes benefit an organization?      | 7 |
| 3. What is the difference between training and development? | 7 |

### Activity

**9**

Devise a training Programme for six employees in your organization after performing the following activities:

- a) Assess staff training needs
- b) Identify the areas need to focus on for training.
- c) Explain the training procedure.