**BUSINESS ESSENTIALS**

**Element 4: Learning Outcome 11: Activity 3**

**Skills needed for successfully working in business: becoming more effective**

List each form of training available to employees, stating the advantages and disadvantages for each.

Note whether each one is a suitable form of training for your personal career aspirations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of training** | **Advantages** | **Disadvantages** | **Usefulness in own career** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |