



› Driving the economic development of Queensland ‹

Staff training

Training is an essential element in the active ongoing relationship between employers and employees. Training employees could include:

- An initial induction session.
- On-the-job training.
- Structured training courses and programs from external training providers, including industry associations, TAFE (www.tafe.qld.gov.au/) and the Department of State Development (www.smartsmallbusiness.qld.gov.au).
- Job rotation.

Training is especially important when a new promotion or idea is to be implemented in the business. By keeping employees fully informed, it gives them a clear understanding of the importance of the new promotion or product, and also provides an opportunity for them to ask any questions.

For small businesses with perhaps one or two employees, the business owner may not always be able to supervise employees. Training, followed by increased responsibilities, will give some continuity if the owner needs to be absent from the business front line.

Further information

The following fact sheets provide further information on these issues:

- On the job training
- Performance appraisal
- Training needs analysis