Train me!

To train
Training
A training course
A course
On the job training
To teach
A teacher

A lesson
A session
A training session
A lecture
A method

Activity One: Discussion Questions:

1. Have you **ever** trained someone?
2. Have you ever been trained?
3. **How often** do you participate in training sessions?
4. Do you ever write training sessions?
5. Do you think that you should be offered training courses more **often?**
6. How **frequently** do employees ask for more training?
7. Do you **usually** enjoy training sessions?
8. Do you **sometimes** wish that you could get more training?
9. Have you **always** felt the same about training?
10. Does your company **usually** train new staff?

Activity Two: Adverbs of frequency.

All of the above underlined words refer to the frequency of events.

Adverbs of Frequency	
100%	always
	Usually
	Frequently
	Often
50%	sometimes
	Occasionally
	Rarely
	Seldom
	Hardly ever
0%	never

Adverbs of Frequency answer the question "How often?" or "How frequently?" They tell us how often somebody does something.

Adverbs of frequency come before the main verb (except the main verb "to be"):

* We usually have training sessions on Saturdays.
* I have often fallen asleep in lessons.
* She is always late for the lessons.

Occasionally, sometimes, often, frequently and usually can also go at the beginning or end of a sentence:

* Sometimes they come and spend the evening with us when they are here on a course.
* I attend courses occasionally.

Rarely and seldom can also go at the end of a sentence (often with "very"):

* We take lessons very rarely.
* John teaches us very seldom.

Activity Three: Fill the gaps with the adverbs of frequency.

Occasionally	**Hardly ever**	**Usually**
Occasional	**Never**	**Rarely**

1. Training specific to each person's individual responsibilities should only be ……., it's much more important to improve the group dynamic by involving whole teams in frequent group training sessions about general strategy.

2. People …… complain that there is not enough training but they get impatient if they have to attend too many training sessions.

3. People should …… be forced to attend a training session if they have too much work to do.

4. Training new employees is ……. ineffective because they don't know enough about the job to really understand the training session.

5. Employees ……. ask for help but they often need it.

6. …… the company should offer training at weekends in a nice place so that employees can bond out of work.

7. It is essential to have very good product knowledge but there is …….. enough time dedicated to this kind of training.

8. People are …….. grateful for being trained.

Activity Four: Agree or disagree.

Using the expressions below agree or disagree with the above statements about training from activity three.

Expressing agreement

* I agree with you 100 percent.
* I couldn't agree with you more.
* That's so true.
* That's for sure.
*Absolutely.
* That's exactly how I feel.
* Exactly.

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Expressing disagreement

* I'm afraid I disagree.
* (Strong) I totally disagree.
* Not necessarily.
* That's not always true.
* That's not always the case.
* No, I'm not so sure about that

Activity Five – Read the text.

« There's not enough budget » is an excuse all too often heard by staff asking for training, and when corners have to be cut, training is invariably the first thing seen as a luxury, and cut. If we want to keep providing useful training for our staff, we need to make sure it is seen – by everyone – as the necessity that it is. This means choosing the right training, trainer and trainees - every time.

At least part of the problem is due to our failure to demonstrate the value of learning for both individuals and organisations. There are four ways in which learning can add strategic value. Firstly, learning helps organisational agility – if a workforce has the right skills, adapting to the market and to new products or changes in the company becomes easier. Secondly, learning can help reduce labour costs – trained staff will be far more efficient. Thirdly, training can increase workforce productivity. And finally, training allows the organisation to develop its own culture.

- Now say if you agree or disagree with the statements made in the text, use the expressions again.

Activity Six: How often. Answer the questions:

- How often do you learn something new?
- How frequently do you forget how to do something you have been taught?
- How often do you realize that you need help with something at work?
- How often do you ask for help?
- How frequently do you teach yourself something new by reading or researching it?

Activity Seven: Video: Watch the video and answer the questions.

You tube - The Office - I Think there's been a rape up there!

1. What do you think about the method used in this training session?
2. Why did things go wrong?
3. Who took control of the training session?
4. What was the training session about?
5. Was it an affective training session?