

Terms, Vocabulary and Lexicon commonly used in the Context of Training and Development

- 1. Training needs assessment:** The process of identifying the knowledge, skills, or competencies that individuals or teams require to perform their roles effectively.
- 2. Training program:** A structured set of activities, courses, or workshops designed to develop specific skills or knowledge in individuals or groups.
- 3. Learning objectives:** Clear and specific statements that describe the desired outcomes or goals of a training program or learning experience.
- 4. Learning styles:** Different approaches or preferences individuals have for acquiring and processing information, such as visual, auditory, or kinesthetic learning.
- 5. Instructional design:** The systematic process of creating effective and engaging learning experiences, involving analysis, design, development, implementation and evaluation.
- 6. Training delivery:** The methods and techniques used to deliver training content and facilitate learning, such as instructor-led training, e-learning modules, or simulations.
- 7. Blended learning:** A training approach that combines different delivery methods, such as in-person sessions, online modules, or self-paced learning, to optimize learning outcomes.
- 8. E-learning:** Learning that takes place through electronic devices and digital platforms, often involving online courses, virtual classrooms, or interactive modules.
- 9. Skill gap:** The disparity between the skills or competencies employees currently possess and those required to perform their roles effectively.
- 10. Coaching:** A one-on-one or group-based development approach where a coach provides guidance, support and feedback to help individuals improve their skills or achieve specific goals.
- 11. Mentoring:** A relationship between a more experienced person (mentor) and a less experienced person (mentee) aimed at providing guidance, advice and support for professional development.
- 12. Performance improvement:** Efforts to enhance individual or team performance through training, feedback, goal setting, or other interventions.
- 13. Professional development:** Activities, programs, or initiatives aimed at improving individuals' knowledge, skills, or competencies related to their profession or career.
- 14. Leadership development:** Training and activities designed to enhance leadership skills, qualities and behaviors in individuals aspiring to or currently in leadership positions.
- 15. Soft skills:** Non-technical skills or personal attributes that contribute to effective communication, collaboration, problem-solving and professionalism, such as teamwork, communication, or adaptability.
- 16. Technical skills:** Specific knowledge, abilities, or competencies required to perform tasks or activities related to a particular job, profession, or industry.

- 17. Learning management system (LMS):** A software platform or system that supports the administration, delivery and tracking of training programs, courses, or learning activities.
- 18. Continuous learning:** The ongoing process of acquiring new knowledge, skills, or competencies throughout one's career, fostering personal and professional growth.
- 19. Performance evaluation:** The systematic assessment and measurement of an individual's job performance, often involving feedback, goal setting and performance metrics.
- 20. Training evaluation:** The process of assessing the effectiveness and impact of a training program, often through feedback surveys, post-training assessments, or performance improvement measures.

These terms and vocabulary are commonly used in the field of training and development and provide a foundation for understanding and discussing key concepts, principles and practices related to employee learning, skill development and performance improvement.

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