

Training

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GFSI Intermediate Requirement

- A system shall be in place to ensure that all employees are adequately trained and instructed in food safety principles and practices, commensurate with their activity and supervised.



What is Training?

- The term **training** refers to the acquisition of **knowledge, skills, and competencies** as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.

And training may be internal or external

- Internal training: - at work and training is in the normal mode of operation, using the actual tools, equipment, documents or materials that will use the facility. And is considered the most effective means of professional work.

- External Training: - training and is out of the business, which in turn allows the staff to focus on training and requirements, which in turn more effective in inculcating concepts and ideas.

The Importance of Training

- Optimum Use of Human Resources – Training and Development helps in optimizing the utilization of human resource that further helps the employee to achieve the organizational goals as well as their individual goals.
- Development of Human Resources – Training and Development helps to provide an opportunity and broad structure for the development of human resources' technical and behavioral skills in an organization. It also helps the employees in attaining personal growth.

The Importance of Training

- Development of skills of employees – Training and Development helps in increasing the job knowledge and skills of employees at each level. It helps to expand the horizons of human intellect and an overall personality of the employees.
- Productivity – Training and Development helps in increasing the productivity of the employees that helps the organization further to achieve its long-term goal.
- Team spirit – Training and Development helps in inculcating the sense of team work, team spirit, and inter-team collaborations. It helps in inculcating the zeal to learn within the employees.

The Importance of Training

- Organization Climate and Healthy Work environment – Training and Development helps building the positive perception and feeling about the organization. And it helps in creating the healthy working environment. It helps to build good employee relationships so that individual goals align with organizational goals.
- Quality – Training and Development helps in improving upon the quality of work and work-life.
- Health and Safety – Training and Development helps in improving the health and safety of the organization thus preventing obsolescence.

The Importance of Training

- Morale – Training and Development helps in improving the morale of the work force.
- Company Image – Training and Development helps in creating a better corporate image.
- Profitability – Training and Development leads to improved profitability and more positive attitudes towards profit orientation.
- Training and Development helps in developing leadership skills, motivation, loyalty, better attitudes, and other aspects that successful workers and managers usually display.

What Are The Areas of Training?

Knowledge

Helps the trainee to learn and understand facts, information and principles.

Skills

Helps the trainee to improve a skill of the trainee within specific areas such as using a computer , working on a machine or development of a system.

Knowledge and Skills Training Methods

Training methods shall involve the improvement of knowledge, skills and behavior of trainees by proactively engaging with the trainees to promote understanding and appreciation of requirements.

What Are The Areas of Training?

Personal Attributes and Attitude

An individual's personal attributes and attitude are difficult to change, so training help identify how the company can positively benefit from an individual's personal attributes; for example a person may be focused on detail and could apply this to Quality Assurance work, others may show interest in planning and would use this attribute to develop systems.

Experience

Represent the results of practical experience and the application of knowledge and skills.

Experience is gained over a long period of time and related to a person's work and the companies that person has worked for; experience cannot be learned inside the classroom.

Key Stages of the Training Process

Phase I : Collect and analyze training information.

Phase II : Identification of company and individual's training needs.

Phase III: Design of training programs.

Phase IV: Implementation of the training program.

Phase V : Evaluation of training programs and trainees.

Food Safety Training Program

- The company should establish a documented procedure for the training of staff
- Many companies have a Staff Training Policy
- The competence of staff is vitally important to food safety and there the training program should be part of the Management Review
- Reference should be made to the organisational structure and individuals competence and capabilities

Training Methods

1. Induction training

Induction training should be carried out before the employee commences work and the training should be undertaken by **all** employees. This is the best opportunity to provide information on Company Policy, working conditions, hygiene practices and personal behaviour

2. 'On the Job' training

The trainee is placed with an experience worker to give direct supervision and mentoring about the tasks they need to undertake. It is important to recognise that training is a skill and the person should be competent to train and have the experience to do so.

Training Methods

3. Face to Face Class Room Internal Training

This type of training will have a specific purpose and should be well organised and structured to meet a company requirement. The qualification and competence of the trainer should be known. It is important to ensure the objectives of the training course is achieved by evaluation of the trainees.

4. External Training

Where a company or an individual training requirements cannot be met by internal trainers then consideration should be given to specific external training courses. The course objectives and content should be assessed to ensure the individual's or Company's training requirements are met.

Training Methods

- The effectiveness of training should be assessed to ensure the trainee has gained the level of appropriate knowledge and skills
- Post training direct supervision to assess the application of learning is advised particularly in relation to working instructions
- Make sure training is understandable with respect to the language and 'capability' of the individual to comprehend-consider 'visuals' rather than texts or charts
- Carefully consider temporary or seasonal staff requirements

Company Training Program

Example

Job Title	Induction (Internal)	Food Safety Management (External)	Basic Food Hygiene (Internal)	Document Control (Internal)	Work Instructions (Internal)	HACCP Training (External)	CCP Methods (Internal)
Production Manager	√	√	√	√	√	√	√
Assistant Production Manager	√	√	√	√	√	√	√
Line Supervisor	√		√	√	√	√	
Line Operative	√		√		√		
Warehouse Manager	√	√	√	√	√	√	√
Warehouse Supervisor	√		√	√	√		
Warehouse Operative	√		√		√		
QA Assistant	√	√	√	√	√	√	√

Personal Training Records

Example

Name: Khaled M Shedeed

Job Title: Quality Control Manager

Commenced Employment: 19th December 2005

Company Training Courses

Course	Date of Course	Location	Assessment
Induction	19 th Dec 2005	Company	Achieved
FSMS	15 th Jan 2006	Etrace Cairo	Passed exam 90%
Basic Hygiene	20 th Dec 2005	Company	Achieved 100%
Work Instructions	21 st Dec 2005	Company	Achieved
Document Control	3 rd Jan 2006	Company	Achieved
HACCP	17 th Jan 2006- 19 th Jan 2006	Etrace Cairo	Passed exam 85%
CCP Methods	22 nd Dec 2005	Company	Achieved

Individual Training Requirements

Course	Date of Course	Location	Assessment
Crisis Management	12 th – 15 th October 2006	Etrace Cairo	Certificate
Laboratory Best Practice	20 th – 25 th November 2007	CMBRA UK	Achieved 75%
BRC	1 st -5 th Feb 2008	BRC London	Achieved 85%
IFS	3 rd -8 th March 2008	IFS Hamburg	Achieved 80%

HACCP Training

- The HACCP team should have sufficient expertise to ensure an effective HACCP Plan is in place and maintained
- The team should be multi-disciplinary and all members should have an understanding of hazards, risk and controls.
- The team leader should have an in-depth knowledge of HACCP and therefore training in HACCP methodology is essential

Refresher Training

- Individuals continue to learn and develop throughout their career and training forms the basis for this continuous development of knowledge and skills
- Refresher training should be considered when
 - new systems or procedures are introduced
 - new legislation is introduced
 - the company has secured a new customer with specific requirements
 - when there has been a problem and where it is deemed necessary to reinforce learning
 - when new equipment is introduced
 - where an activity is deemed critical to food safety training should be revisited regularly, for example personal hygiene standards

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