

The Advantages and Disadvantages of In-House Training

When sourcing training we always try to give our clients a selection of training options including Public Scheduled Courses, e-Learning and In-House training. The latter, we have begun to see a lot more of lately. However, In-House training courses aren't always the perfect solution for everyone. We have therefore decided to highlight the advantages, disadvantages and considerations of In-House training so you can know if it is the right path for you and your company.

The Advantages and Benefits of In-House Training include:

Training cost savings – Cost per delegate is typically lower than public scheduled courses due to the fact the training company only has to send a trainer to you rather than set up an environment themselves. Therefore reasonable savings can be made. We recommend to our clients if they have more than 4 people to run in-house training courses as this is the break-even point.

Travel cost savings – In addition to this, you don't have to pay for the travel and possible accommodation costs to get your employees to the training centre. With fuel prices so high and training centres often being in the large cities where accommodation is at its most costly, this could save you a significant amount.

More focused training– Running an in-house training course for a single client can generally allow the training to be a lot more focused on the specific subjects and skills that are relevant to your business. Public scheduled courses and e-learning will often be generic for businesses of any sector or size that attend them.

Can use current work examples – Training In-House means the courses can be prepared to fix your individual issues using real life examples and therefore have the most effect. Delegates will be able to work on current work or examples of work which relates to their roles not a generic example.

Convenience – Organising training for a group of individuals all with their own timetables and responsibilities can be a very difficult task. However by having In-House training courses in your own building it can make working around people's schedules a lot easier as you are cutting out logistical issues as well as the fact any candidates can be easily reached in case something arises that needs to be addressed quickly.

Team building – Having a room full of delegates from different departments and levels can encourage team work. This is a fantastic result as it is often in this social learning that the most learning is done when ideas are being bounced off each other. This will also likely lead to increased awareness and understanding of each other's roles, as well as staff morale. A friendly workplace is always a good thing!

ADVANTAGES	DISADVANTAGES
Training cost savings	Extra administration
Travel cost savings	Delegates stay onsite
More focused	Dedication
Can use current work examples	Lack of innovation
Convenience	Networking
Team building	

The Disadvantages and Costs of In-House Training include:

Extra administration – Although you save money by lessening the organisation needed by the training company, you do take on this burden yourself. Requirements of In-House training courses could include a training room, parking for the trainer, equipment such as projectors, laptops and tablets amongst other things. These need to be sorted out and in advance to ensure the training works.

Delegates stay onsite – As much as this is a benefit, it is also a disadvantage to In-House training. The pure fact the candidates could be pulled out of the classroom in order to help with other activities suggests they probably will be. This makes it hard to actually get a candidate through an entire session without interruption.

Dedication – It could be argued that by not moving the training course out the building, it might not be viewed as such a serious event by your employees than if you were to take them to an external location. It might just be seen as a break from their usual job and days may well be skipped by some if they know they are running again the next day. Again, the convenience factor means it is easier to duck in and out.

Lack of innovation – If you are using all of your own equipment in the same environment that your staff is used to there is a danger of the training course going stale. Familiarity could mean a lack of improvement on the training that could hold you back.

Networking – Your staff will not meet anyone from other companies if the training course is done In-House. This is missing out on an excellent networking opportunity as well as the fact different ethos'

and styles brought by employees from other companies can give a different perspective to your employees – again helping them develop.



Considerations

Quantity – How many employees you have training requirements for is a big factor in deciding if an In-House training course is for you. If you have 4 or more employees with similar learning needs then In-House training will get you the focused training, tailored to your company whilst still getting the previously mentioned financial benefits. Smaller groups than that with different learning needs and on an ad hoc basis however is better suited to public scheduled courses. You have to be careful however to avoid the sheep dipping approach.

Variance – Even if In-House training is the most appropriate method for one training need, do not always disregard external training for the future. Varying an employee's training between the 2 types is important as it allows them to keep up to date with common best practices as well as allowing them to network externally every so often. These are valuable benefits you shouldn't ignore.

Preparation – Make sure you talk to the trainer about the in-house training well in advance of the desired date – this is our golden rule when sourcing training. This will ensure that the trainer is well aware of all of your company's needs and the current situation so that they can tailor the training course to best suit you. It also ensures you have the proper time to organise things your end with all the right equipment being ready for the day as well as employee time off organised.

Training value – Ensure all of your employees understand the importance and value of the training course that has been organised. This will mean heavily discouraging any interruptions and distractions that could occur so they can fully immerse themselves in the learning. This is a major commitment you have to make that is easier with the prior mentioned preparation.