

CHAPTER NINE

TRAINING CONTROL

1. La Secretaría del Trabajo y Previsión Social in Mexico registers:
 - a. Training plans.
 - b. Training institutions.
 - c. Trainers.
2. The training area determines:
 - a. What type of training needs to be implemented to satisfy the market.
 - b. Which institutions train employees.
 - c. Who the trainers will be.
 - d. What methods are effective for training.
 - e. What schedules are necessary for the organization.
3. Necessary elements to have control of training:
 - a. A list of training institutions.
 - b. Cost of training courses.
 - c. Availability of trainees.

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4. Advantages of training control:
 - a. To visualize the training projects for the future.
 - b. To select human and material resources in advance.
 - c. To analyze the real situation and the optimal situation.
 - d. To establish strategies for the learning process.
 - e. To optimize financial resources for training.
 - f. To establish levels of control to assure correct decisions.
5. Suggestions for having an effective control of training:
 - a. To have control of each course in the organization.
 - b. To assure manager commitment in the planning process.
6. Training areas must develop an annual training program

Administrative Control

1. Administrative control has:

- a. External commitments.
- b. Internal commitments.

2. External commitments refer to:

- a. Establish contracts with instructors.
- b. Accomplish training courses with the required material.
- c. Assure the course begins and ends on time.
- d. Establish policies for developing training courses.

3. Internal commitments refer to:

- a. Assure the experience, knowledge and abilities of the training instructor.
- b. Assign financial resources for the training program.

Budget Control

1. Budget control:

- a. Is to plan expenses of the organization for training.

2. Budget objectives:

- a. Prevention.
- b. Planning.
- c . Organizing.
- d. Coordination or integration.
- e. Control.

3. Training budgets are based on:

- a. Training plans and programs of the organization.

4. To prepare the adequate training budgets:

- a. Training plans and programs must be adequately defined.

Budget Control

Income Budget

1. The income budget refers to:
 - a. The sales budget.
2. Sales factors are:
 - a. Economic.
 - b. Administrative.
3. Economic factors take into account:
 - a. External factors that affect the organization.
4. Principal external factors:
 - a. Prices.
 - b. National production.
 - c. Credits.
 - d. Interests.
 - e. Inflation.
5. Administrative factors refer to:
 - a. Internal decisions in the administration.
 - b. Changes in the organization.

Budget Control

Expenditure Budgets

1. The expenditure budgets refer to:
 - a. Inventory, production, and production costs.
 - b. Distribution costs.
 - c. Taxes.
2. In training, the inventory budget analyzes the demand for courses.
3. Production and costs budgets refer to:
 - a. Capacity of production.
(Teaching courses).
 - b. Financial disposition.
 - c. Equipment and material availability.
4. Distribution costs refer to:
 - a. All existing expenses before the course is ready.
5. Taxes are applied to sales, inventory and costs.

Technical Control

1. Technical control refers to:

- a. All the necessary technical elements to implement training courses.

2. Technical aspects:

- a. Attendance list.
- b. Evaluations.
- c. Practices.
- d. Diplomas, recognitions, certificates, etc.
- e. Experienced trainers:
- f. Evaluation results.

3. Managers must:

- a. Consider details before, during and after training courses.
- b. Record the situations or problems that affect training courses.
- c. Train employees based on what employees were hired for.
- d. Identify and implement corrective actions.
- e. Identify and implement preventive actions.
- f. Implement the continuous improvement in the training process.