

To choose the right training for your business you should understand the numerous options available. These include apprenticeships and traineeships, vocational education and training in schools and the availability of training for specific needs employees.

There are also numerous options of training delivery that include becoming a registered training organisation (RTO), conducting your own in-house training, creating a tailored course and recognising informal training.

Below are steps you will need to consider when providing training for your employees:

- **Choosing a training course**

Targeted training is the most effective method of addressing the needs of your business and industry. Research your options and find out which courses best suits your needs.

- **Course delivery options**

Training can accommodate the operational requirements of your business and the training needs of your staff while minimising the time they spend away from work.

- **Find a training provider**

Choosing the right registered training organisation is important. But with the right information and approach, you can find a training provider to suit you.

- **Training options**

Train your staff at work or out of business hours, in class or over the Internet. No matter what your needs, there is a training option to suit you.

Source: Department of Education, Employment and Workplace Relations [www.training.com.au](http://www.training.com.au) and <http://www.training.com.au/portal/site/public/menuitem.f02d251822a9ff80f9fa5a1017a62dbc/>