



Food Manufacture

Personnel Department

Lesson 3

Understand the important role of the personnel department in food manufacture and the diversity of responsibility involved.





The personnel department establishes on-the-job and off-the-job training programs so employees obtain the knowledge they need to carry out their duties correctly.



The personnel department works with the training department to provide resources such as workshops, seminars, and leadership training to improve manager and employee relations to help with employee development.





All training documentation will have the following information:

- Name of trainee and confirmation of attendance
- Date and duration of training
- Title and course content
- Training provider
- Reference to any training materials used



All Training documentation should be stored in the employee's personal files.

Training evidence will be used for audits to prove due-diligence of staff and the company.

Lack of training will fail an audit.



Revision Activity 3

What are the two methods companies use for training staff?