# What to Expect From In-House Training

Introduction

In-house training courses are offered to insure that employees have the opportunity to stay current in their selected fields, or to provide instruction that the employer requires. In general, you can expect the following from most in-house training courses:

1. Experienced teachers
2. Focused content
3. Hands-on training

Come Prepared

One of the most important things you can do to insure your success in any in-house training course is to ***come prepared.*** If there is any homework or outside reading to complete, be sure it is done on time. Also, there are a few basic items you should always bring to class:

* Notebook
* Pen
* Pencil

In addition, there may be items that are specific to the course as well as optional items. For example:

* Calculator
* Pencil sharpener
* Water bottle

Behavior in Class

Keep in mind that although in-house training classes may feel like a day off, you are still at work. You should *maintain a professional attitude* at all times. The other members of the class are your co-workers, who you will see every day. The information you are learning is designed to enhance your job performance. With that said, you should make every effort to be relaxed, to have fun, and to get as much as possible out of the course. If you pay attention, ask questions, and complete the assignments, you will find that in-house training is a positive, enjoyable experience.