

**AN ANALYSIS OF THE EFFECTS OF OFF THE JOB TRAINING TECHNIQUES ON  
EMPLOYEES PERFORMANCE: A CASE STUDY OF SWIFT GLOBAL KENYA  
LIMITED**

**BY**

**DOLLY EUNICE KARUGU**

**BCOM/113/00691**

**A RESEARCH PROJECT SUBMITTED TO THE SCHOOL OF BUSINESS AND  
ECONOMICS IN PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE  
AWARD OF BACHELOR OF COMMERCE DEGREE OF MOUNT KENYA  
UNIVERSITY**

**NOVEMBER, 2015.**

## **ABSTRACT**

This research project was based on analyzing the benefit of training on employees' performance in an organization. These was done by exploring the main methods that can best be used to enhance training to employees, for example the classrooms instructions, coaching, seminars, on-job training and off-job training, are some of the essential modern methods preferred these days in this country and the world at large so as to enrich workers with job related skills. As we continued unfolding the situation surrounding training and employee's performance in the organizations, the researcher was as well been in position to identify hindering factors to acquisition of these effective trainings for example, corruption and embezzlement, lack of finance and lack of commitment were some of hindrance to facilitation of effective training.

This project will therefore search for important references from recognized writers that was been resourceful in aiding information collection and principles which were therefore been organized, simplified, and represented to the readers in a precise manner. However such data collections are only for academic purpose which was hindered by some limitations especially in the process of data collection. Both qualitative and quantitative research designs were used. The sample size was randomly selected using the simple random sampling design and sample size of 30 respondents will considered. Data were collected by the use of interviews and questionnaires given to the respondents randomly selected from the entire department and the results of the research were analyzed, coded and interpreted in a precise manner.