

A study on the need of Training and Development and its Procedure

ShaikAzeez

Assistant Professor (Part-Time)

Department of Commerce and Business Management UPGC, Satavahana University

Abstract

To improve the present and future performance of employees, Organizations will focus on giving Training and development. Many organizations will focus on Training and development by giving free hand to Human Resource department. Training and development is an organized way by which employees will learn skills, knowledge and attitudes for a job either it may be the present one or the targeted one. The purpose of the paper is to state the need of Training and development in the organizations and its procedure.

Key words: Training and development, skills, knowledge, HRD

INTRODUCTION

In Human resources management, a specialized function is Training which an operative function of it is also.

It is not necessary to give training for a longer period, it can be a short term process by which employee will learn how the things should be managed to get the job done.

Training can be seen in different ways, it can improve employee's knowledge, attitude, behavior and skills which are the requirements of

the job for present and future cause. Teaching and learning activities are part of training to make employee acquire the necessary knowledge for the particular job.

For organizations it is mandatory to develop their employees by providing necessary training by which even the organization will also develop simultaneously. Management of organizations should opt the best human resource development practices to train their employees.

DEFINITION:

Training is the process of teaching a new employee the basic skill they need to perform their job.

(Gray Dessler, 1985)

PRINCIPLES OF TRAINING:

- MOTIVATION
- PROGRESS INFORMATION
- REINFORCEMENT
- PRACTICE
- INDIVIDUAL DIFFERENCE

THE TRAINING AND DEVELOPMENT NEEDS:

This is done on the basis of the organizational analysis, job analysis and man analysis. Method of training and its criteria are dependent on the need of training; method must be flexible to change according to need. Need for the training can be evaluated by observing the performance of employees based on their capable skills and knowledge.

Training needs - job and organizational requirements- employee specification getting ready for the job; under this step, it is to be decided who is to be training the new comer or the older employee, is the supervisory staff, and is all of them.

The selected person needs to be prepared for his/her job as a trainer. The following preparation is ideal to follow.

1. In putting the learner at ease (so that he does not feel nervous because of the fact he is on new job)
2. In stating the importance and ingredient of the job and its relationship
3. In explaining the reason why he is selected as trainee.
4. In explaining interest and encouraging questions, finding out what the learner already knows about his job or other jobs.
5. In placing the trainee as near to his/her normal working position.

6. In familiarizing him with the equipment materials, tools trades terms

KINDS OF TRAINING:

As the training is observed in multiple forms it is the duty of trainer to select the appropriate training process by which trainee can develop his/her skills and knowledge for the development of both organizational and individual development. Following are the kinds of training which are often used in many organizations.

INDUCTION TRAINING:

Induction training is concerned with the problem of introducing a new employee to the organization and its proceeding rules and regulations. Induction helps in getting employee introduced to the organization help him to get a general idea about the working conditions, rules and regulations.

JOB TRAINING:

The most common type of training is job training, it is necessary for a new recruited employee to know his job objectives. This training can be given directly while doing the job i.e. on the job training or it can be off the job.

REFRESHER TRAINING:

Training is not limited to the new employees, It is also meant for the old employee of the organization. The basic purpose of refresher training is to provide training to existing employees

with the latest methods and techniques by which they can perform their jobs and improve their efficiency further.

INTERNSHIP TRAINING:

In this kind of training, big organization will provide training to fresh graduates or students who are willing to get trained. This kind of training will give them practical knowledge about the job and the things of actual performance. Those who take this training will get the actual work experience. Duration of such training can be 3-18 months.

SAFETY TRAINING:

The Safety Training will be given for new employees along with induction. Safety training will make the employee aware about what ought to do and in how to do a job safely with the equipment. All the safety precautions will be explained in this training. Safety training is not only for the newly recruited employees, it will be given for the existing employees whenever they are starting a new project.

TRAINING TECHNIQUES:

According to the most important techniques of human resource development, no organization can get a candidate who exactly matches with the job and organizational requirements. Training makes the employee suitable for the job by providing him/her required prerequisites. Organizational requirements and job nature are unpredictable. They are changes from time to time in view of the technical advancement. That's why continuous training is needed for growth and development of the

organization depends on training and development activities to greater extent. Training need can be seen or unseen; it depends upon the trainer point of view. Trainer views can be sort of following

- To match the employee as the job demands
- When technical advancement takes place
- Organizational complexity
- Change in the job assignment
- Increase productivity
- Improve quality
- Help a to fulfill its future needs
- Improve organizational climate
- Effect the personal growth

STEPS IN TRAINING PROGRAMME:

- Discover in training programme.
- Identify the training and development needs
- Getting ready for the job
- Preparation of the learner
- Presentation of operations and knowledge
- Performances
- Try out
- Follow-up and evaluations of the program

TRAINING PROCEDURE:

Evaluate the trainee



Identify the training needs



Design the training needs



Make cost budget then foresee benefits have
cost benefit analysis



Design trainings content methods and media



Prepare the instructor



Prepare the trainee



Get ready to teach



Implement the training programme



Present the operations



Get the acceptance of the programme



Try out the trainee's performance



Job and organizational analysis



Evaluate the results



Update the programme

CONCLUSION

Training and Development program is the one where every organization is concentrating more as it is the tool which improves the employee's skills and potentialities. Every organization needs to follow effective training program for its employees to develop their skills and also concentrate on their career developmental activities which makes them perform well and attain success which leads to effectiveness and morality of organization and individual is to be achieved.

REFERECE

HUMAN RESOURCE MANAGEMENT

V.S.P.RAO

HUMAN RESOURCE MANAGEMENT

T.V. RAO

RESEARCH METHODOLOGY C.R

KOTHORI

HUMAN RESOURCE MANAGEMENT

ASHWATAPPA