

Training And Development

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Abstract- Training is the provision of guided experience to change behavior ,attitudes or opinions .training needs analysis identifies specific gaps which training is designed to fill benefits of training .it enhances confidence, commitment & motivation in oneself, which leads to recognition ,greater responsibility , pay improvements, personal satisfaction , achievement and enhanced career prospects . it improves availability &quality of staff also enhances mobility from the trainee's perspective. Training takes place either on or off-the-job.

Development is the need to enhance competencies beyond those required by the immediate job, for example values ðics of organization and professional group.it is a source of enthusiasm.

So training and development must help the organization to equip each employee with the knowledge and skill needed to perform his/her job effectively at present and in future.

I. INTRODUCTION

Training can be introduced simply as a process of assisting a person for enhancing his efficiency and effectiveness to a particular work area by getting more knowledge and practices. also training is important to establish specific skills ,abilities and knowledge to an employee. for an organization ,training and development are important as well as organizational growth, because the organizational growth and profit are also dependent on the training. but the training is not a core of organizational development. it is a function of the organizational development.

TRAINING AND DEVELOPMENT

Employee training and development implies a program in which specific knowledge, skills and abilities are imparted to the employees. with the aim of raising their performance level, in their existing roles, as well as providing them learning opportunities ,to further their growth.

II. OBJECTIVES

- Increase productivity
- quality improvement

- Keeping yourself updated with technology
- Effective management
- Increase motivation and engagement
- To prepare workers for promotion to higher jobs by imparting them advanced skills.
- Change attitude

III. TYPES

ON-THE-JOB TRAINING

This refers to the methods of training in which a person learns a job by actually doing/performing it. (OR) Method by which employees are given hands-on experience with instructions from their supervisor or other trainer. employees are trained at the actual job location. new employees observe the work and then try to imitate.

- Understudy
- Job rotation
- Experience
- Special projects

OF-THE -JOB TRAINING

Off-the-job Training is the training method where in the workers/employees learn their job roles away from the actual work floor.

Simply, off-the-job training comprises of a place specifically allotted for the training purpose that may be near to the actual workplace, where the workers are required to learn the skills and get well equipped with the tools and techniques that are to be used at thw actual work floor. Lectures and conferences

- Vestibule training
- Simulation Exercises
- Management games
- Case study method
- Role playing
- Apprenticeship training

IV. PROCESS

The training and development process is a systematic approach aimed at improving the performance and outcomes of individuals and groups within the business. While most managers and owners understand the importance of a quality training and development process, many lack the tools and knowledge to create and implement a plan of action.

- Identify the need
- Plan the training and development process
- Implementing the training and development plan
- Track the progress

V. DIFFERENCES BETWEEN TRAINING AND DEVELOPMENT

BASIS FOR COMPARISON	TRAINING	DEVELOPMENT
Meaning	Training is a learning process in which employees get an opportunity to develop skill, competency and knowledge As per the job requirement.	Development is an educational process which is concerned with the overall growth of the employees.
TERM	Short Term	Long Term
FOCUS ON	Present	Future
ORIENTATION	Job oriented	Career oriented
MOTIVATION	Trainer	Self
OBJECTIVE	To improve the work performances of the employees.	To prepare employees for future challenges
AIM	Specific job related.	Conceptual and general knowledge.

VI. NEEDS

Before we say that technology is responsible for increased need of training inputs to employees, it is important to understand that there are other factors too that contribute to the latter. Training is also necessary for the individual development and progress of the employee, which motivates him to work for a certain organization apart from just money. We also require training update employees of the market trends, the change in the employment policies and other things.

The following are the two biggest factors that contribute to the increased need to training and development in organizations:

- Improved employee performance
- Improved employee satisfaction and morale
- Addressing weakness
- Consistency
- Increased productivity and adherence to quality standards
- Increased innovation in new strategies and products.

VII. ROLE OF TRAINING AND DEVELOPMENT

- Increase in efficiency
- Increase in morale of employees
- Better human relations
- Reduced supervision
- Increased organizational viability and flexibility

VIII. ADVANTAGES

- Improves the job knowledge and skills all levels of the organization
- Improves the morale of the work force
- Helps people identify with organizational goals
- Leads to improve profitability and more positive attitudes towards profit orientation
- Learns from the trainee
- Helps prepare guidelines for work.

IX. DISADVANTAGES

- Time :- Training staff takes a lot of time. this time is usually taken out of a working day, which could affect the work and productivity levels.
- Cost:- although in house training is often free sometimes advanced training is required this often comes at a cost.

X. CONCLUSION

- Maximum number of the employees finds healthy environment at the work place and it helps whenever they require.
- Lack of interest in employees acts as a barrier in training programs.
- The training programs has helping developing skills of the employees.
- After attending the training programs most of the workers find their attitude better towards the job.