

# A STUDY ON THE EMPLOYEES TRAINING AND DEVELOPMENT PROGRAMME

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## ABSTRACT

Training and development is a necessary factor in the attainment of organizational objectives of any organization. In every organization exists some form training and development programme. The manpower has to be trained and developed in terms of quality and quantity so that they can effectively and efficiently control the commanding height of our profit. The business organization has risen to this by providing the national Council for management education and training and the centre for management development schemes. It is important because it directs training and development towards organization need and aspiration

**Key words :** Training and development, Benefits,

## INTRODUCTION:

Training and Development is a subsystem of an organization. It ensures that randomness is reduced and learning or behavioral change takes place in structured format.

## DEFINITION OF TRAINING AND DEVELOPMENT :

It is concerned with the structure and delivery of acquisition of knowledge to improve the efficiency and effectiveness of organization. It is concerned with improving the existing skills and exploring the potential skills of the individual i.e. upgrading the employees' skills and extending their knowledge. Therefore, training is a key to optimizing utilization human intellectual technological and entrepreneurial skills. It helps the individual handle future responsibilities, with less emphasis on present job duties of an organization.

## BENEFITS OF TRAINING AND DEVELOPMENT

- Reduce Employee Turnover
- Reduce Layoffs
- Improve Employee Engagement
- Gain a Recruitment Tool
- Increase Productivity
- Improve Team Functionality

## INPUTS IN TRAINING AND DEVELOPMENT

Any training and development programme must contain inputs which enable the participants to gain skills, learn theoretical concepts and help acquire vision to look into the distant future.

1. Skills
2. Education
3. Development
4. Ethics
5. Attitudinal Changes
6. Decision Making And Problem Solving Skills

## TRAINING AND DEVELOPMENT OBJECTIVES:

The principal objective of training and development division is to make sure the availability of a skilled and willing workforce to an organization. In addition to that, there are four:

### 1. INDIVIDUAL OBJECTIVES:

Help employees in achieving their personal goals, which in turn, enhances the individual contribution to an organization.

### 2. ORGANIZATIONAL OBJECTIVES:

Assist the organization with its primary objective by bringing individual effectiveness of the employees in job.

### 3. FUNCTIONAL OBJECTIVES:

Maintain the department's contribution at a level suitable to the organization's needs and goals.

### 4. ORGANIZATION CULTURE:

Training and Development helps to develop and improve the organizational health culture and effectiveness. It helps in creating the learning culture within the organization.

### 5. ORGANIZATION CLIMATE:

Training and Development helps building the positive perception and feeling about the organization. The employees get these feelings from leaders, subordinates, and peers.

### 6. PROFITABILITY:

Training and Development leads to improved profitability and more positive attitudes towards profit orientation.

### 7. OPTIMUM UTILIZATION OF HUMAN RESOURCES:

Training and Development helps in optimizing the utilization of human resource that further helps the employee to achieve the organizational goals as well as their individual goals

### 8. DEVELOPMENT OF SKILLS OF EMPLOYEES:

Training and Development helps in increasing the job knowledge and skills of employees at each level. It helps to expand the horizons of human intellect and an overall personality of the employee.

### **MODELS OF TRAINING:**

Training is a sub-system of the organization because the departments such as, marketing & sales, HR, production, finance, etc depends on training for its survival. Training is a transforming process that requires some input and in turn it produces output in the form of knowledge, skills, and attitudes.

### **IMPORTANCE OF TRAINING AND DEVELOPMENT**

- Increased efficiency of employees
- Reduced supervision
- Less amount of wastage
- Reduced turnover
- Helps new employees in the organization
- Better labour –management relations
- Self-confidence
- Increased motivation levels

### **THE TRAINING SYSTEM:**

The three model of training are:

1. System Model
2. Transitional model
3. Instructional System Development Model

### **SYSTEM MODEL TRAINING:**

The system model consists of five phases and should be repeated on a regular basis to make further improvement. The training should achieve the purpose of helping employee to perform their work to required standards. The steps involved in System Model of training are as follows:

#### **1. ANALYZE:**

And identify the training needs i.e. to analyze the department, job, employees requirement, who needs training, what do they need to learn, estimating training cost, etc Then next step is to develop a performance measure on the basis of which actual performance would be evaluated.

#### **2. DESIGN:**

And provide training to meet identified needs. This step requires developing objectives of training, identifying the learning steps, sequencing and structuring the contents

### 3. DEVELOP:

This phase requires listing the activities in the training program that will assist the participants to learn, selecting delivery method, examining the training material, validating information to be imparted to make sure it accomplishes all the goals& objectives.

### 4. IMPLEMENTING:

Is the hardest part of the system because one wrong step can lead to the failure of whole training program.

### 5. EVALUATING:

Each phase so as to make sure it has achieved its aim in terms of subsequent work performance. Making necessary amendments to any of the previous stage in order to remedy or improve failure practices.

#### TRANSITIONAL MODEL:

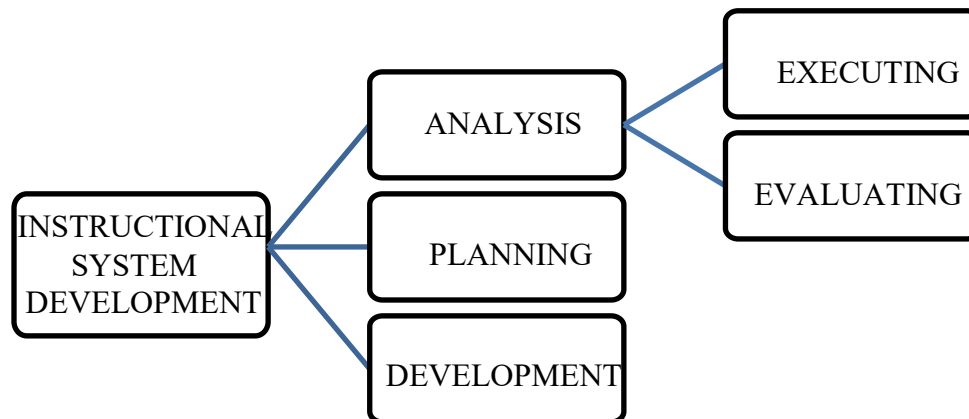
Transitional model focuses on the organization as a whole. The outer loop describes the vision, mission and values of the organization on the basis of which training model. I.e. inner loop is executed.

#### INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) MODEL:

Instructional System Development model was made to answer the training problems. This model is widely used now a day in the organization because it is concerned with the training need on the job performance. Training objectives are defined on the basis of job responsibilities and job description and on the basis of the defined objectives individual progress is measured. This model also helps in determining and development the favorable strategies, sequencing the content, and delivering media for the types of training objectives.

The Instructional System Development model compries of five stages:

#### INSTRUCTIONAL SYSTEM DEVELOPMENT:



### 1. ANALYSIS:

This phase consist of training need assessment, job analysis, and target audience analysis in the individual and organizational level.

## **2. PLANNING:**

This phase consist of setting goal of the learning outcome, instructional objectives that measures behavior of a participant after the training, types of training material, media selection, methods of evaluating the trainee, trainer and the training program, strategies to impart knowledge

## **3. DEVELOPMENT:**

This phase translates design decisions into training material. It consists of developing course material for the trainer including handouts, work books, visual aids, demonstration props, etc, course material for the trainee including handouts of summary.

## **4. EXECUTION:**

This phase focuses on logistical arrangements, such as arranging speakers, equipments, benches, podium, food facilities, cooling, lighting, parking, and other training program.

## **5. EVALUATION:**

The purpose of this phase is to make sure that the training program has achieved its aim in terms of subsequent work performance. This phase consists of identifying strengths and weaknesses and making necessary amendments to any of the previous stage in order to remedy or improve failure practices.

## **CONCLUSION**

Training and development helps the growth of a business in Vistonsoft technologies. It has a clear focus on having a well-motivated and trained workforce. The study reveals that the exiting training and development was satisfied but the company needs to concentrate the overall provision of the training needed by the employees. The company needs to be motivated and confident staffs who have to up-to-date skills in order to remain competitive market. In addition well trained staffs are an asset to the business and help to retain the customers for long time. Staffs who feel valued stay longer in a company this means that costs of recruitment can be reduced resulting in cost savings across the organization.

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