

## A STUDY ON EMPLOYEES TRAINING AND DEVELOPMENT

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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. This project paper is set for highlight the problems of staff training and development in the company and also to offer solutions to these problems. The above analysis, shows that the country is blessed with abundant human resources with which it can develop, but they lack effective utilization of these potentials for the transformation of their economic resources, essentially because of the inadequate planning and development of human resources. Training and development of manpower gives face lift towards venture.

**Keywords:** Training and development, organizational objectives, economic resources

### 1. INTRODUCTION

#### Meaning:

A business' most important asset is often its people. Training and developing them can be one of the most important investments a business can make. The right training can ensure that your business has the right skills to tackle the future. It can also help attract and retain good quality staff, as well as increasing the job satisfaction of those presently with you - increasing the chances that they will satisfy your customers. Thus Training is the act of increasing the knowledge and skills of employee. It is a universal truth that the human resources available in an organization have to be managed more efficiently than the material resources comprising of machines and money.

Eloquently putting "Training is a systematic development of the knowledge, skills and attitudes required by employees to perform adequately on a given task or job".

#### Definition:

"Training is the act of increasing the knowledge & skills of an employee for doing a particular job" Flippo

It is a short term educational process & utilising a systematic & organised procedure by which employees learn technical knowledge & skills for a definite purpose

Training improves knowledge skill, behaviour & attitude towards the requirements of the job & organisation.

#### Features of Training:

The features of good training programs are as follows:-

##### a. Clear Purpose:

The objective of the programme should be clearly specified. The training should be result oriented.

##### b. Training Needs:

The training needs of employees should be clearly defined. The methods selected for imparting training should be appropriate and effective.

### 2. REVIEW OF LITERATURE

Muhammad Zahid Iqbal et. Al in the year (2011) has done their research in the topic

"AN EMPIRICAL ANALYSIS OF THE RELATIONSHIP BETWEEN CHARACTERISTICS AND FORMATIVE EVALUATION OF TRAINING"

Their analysis is about the relationship between characteristics and formative evaluation of Training. This paper attempted to signify these of formative training evaluation. The authors have carried out a study at three public-sector training institutions to empirically test the predicted relationship between the training characteristics and formative training evaluation under the Kirkpatrick model (reaction and learning). This study explains the causal linkage

between components of formative training evaluation, the mediating role of reaction in the relationships between training characteristics and learning was also investigated. The principal finding revealed that a set of seven training characteristics explained 59% and 61% variance in reaction and learning respectively. All training characteristics were found to have a positive impact on reaction and learning except training contents.

**Eugen Rotarescu in the year (2010) has reviewed on the topic**

**“ALTERNATIVE SELECTION UNDER RISK CONDITIONS IN HUMAN RESOURCES TRAINING AND DEVELOPMENT THROUGH THE APPLICATION OF THE ESTIMATED MONETARY VALUE AND DECISION TREE ANALYSIS”.**

The topic in this article is the presentation in a succinct and applicative manner of several decision making processes and the methods applied to human resources training and development in environments with risk factors. The decisions have been optimized by the human resources training and development, the decision makers have readily available with two methods of analysis they are: (1) the decision matrix and (2) the decision tree method. Both methods compute the alternatives based on the estimated monetary value (EMV). Finally the decision matrix and the decision tree analyses represent two viable, scalable and easily applicable framework analyses for selecting the optimum course of action regarding the training and development of human resources. Both analyses generate the same solution and rely on the accuracy of the expected monetary value (EMV) method calculated for each course alternative action. Of these two methods, the selected decision method depends on the circumstances, the complexity of the situation and preference of the decision makers.

#### **RESEARCH GAP:**

Training and development activities in which employees had participated bring new potentials of employees in performing task and resulted in employee effectiveness. Individual employee development plans, where you are training to fill a skill or knowledge gap, address a performance issue, or prepare the employee to take on greater managerial and/or leadership responsibilities.

#### **OBJECTIVES:**

- To know how the training and development program effects on the employee productivity.
- To study the employees perception towards organizational training and development.
- To study the methods used in training the employees.
- To determine which kind of training and development programs are effective in motivation.
- To study the effectiveness of training and development programs in vision plus.
- To give the suggestion for the growth and perspective of the company.

### **3. RESEARCH METHODOLOGY**

#### **Need For The Study**

Training is the act of increasing the knowledge and skills of an employee for doing a particular job. It utilizes a systematic and organized procedure by which employee learns technical knowledge and skills. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization. Training is closely related with education and development but needs to be differentiated from these terms. It is aimed at improving the behavior and performance of a person.

Training is a continuous and life long process. Training provides an atmosphere of sharing synthesizing with the help of the trainers, the information already available on the subject.

#### **Scope Of The Study:**

The development of any organization depends on its employees. For organizational productivity training and development assumes great significance. Training aims at increasing the knowledge and skills of the employee whereas organizational development on the other hand refers to overall improvement of the organization such as its structure, objectives, policies and procedures including managers and employees. Organizational development can be achieved by hiring the services of the professional's consultants. Training and development programs are often viewed as part of organizational development.

#### **Data Collection:**

To produce a reliable questionnaire both primary and secondary information was used. Primary data is the first hand information; the questionnaire was prepared by me under the guidance of the mentor wherein I used Likert five-point scale and closed ended questions for measuring attitudes of the employees for my study.

### 1. Primary Data:

An instrument is used to collect the required information from the employees and also interact the employees personally.

### Primary Data Sources:

- Questionnaire
- Observation, Interview

### 2. Secondary Data:

It was collected from the website of the company, and the company personnel, certain reports from the HR department. The research also took the help of the books and journal.

### Secondary Data:

- Book
- Periodicals or journals
- Research thesis and dissertations
- Footnotes
- Encyclopedias
- Websites/blogs

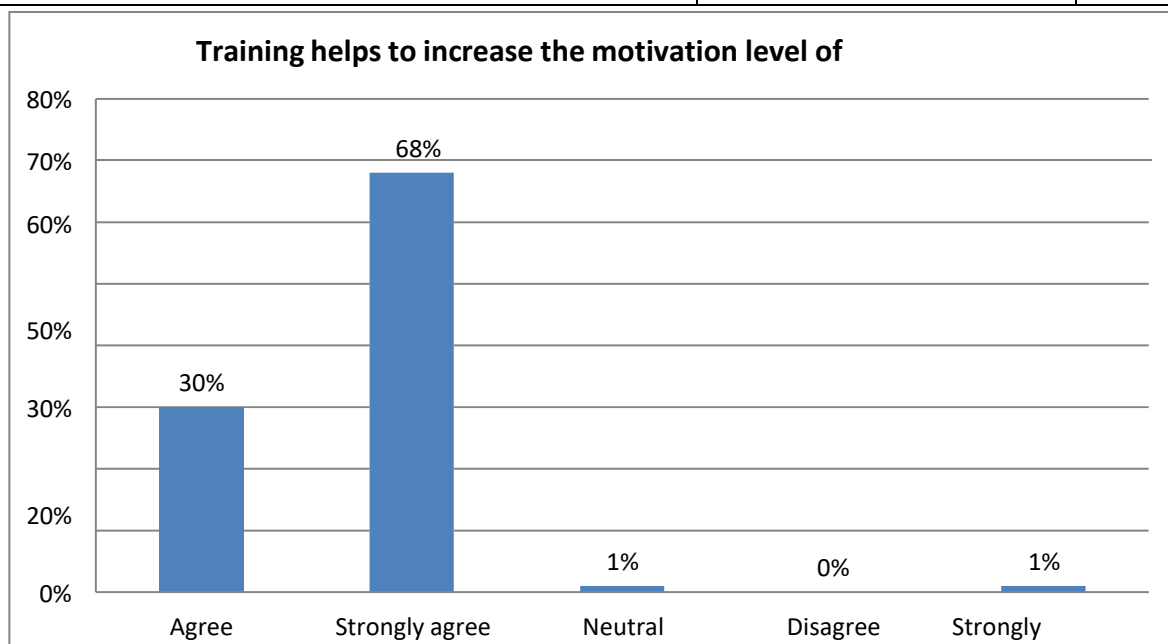
### Limitations Of The Study

- Due to restriction to enter into some of the departments at Vision Plus Private Limited. I could not cover some of the aspects required for my study.
- Interaction with the company executive was limited due to their busy schedule.

## 4. DATA ANALYSIS & INTERPRETATION

Training helps to increase the motivation level of employees.

Training helps to increase the motivation level of employees	No. of Respondents N= 100	Percentage
Agree	30	30%
Strongly agree	68	68%
Neutral	1	1%
Disagree	0	0%
Strongly disagree	1	1%
	<b>100</b>	<b>100%</b>

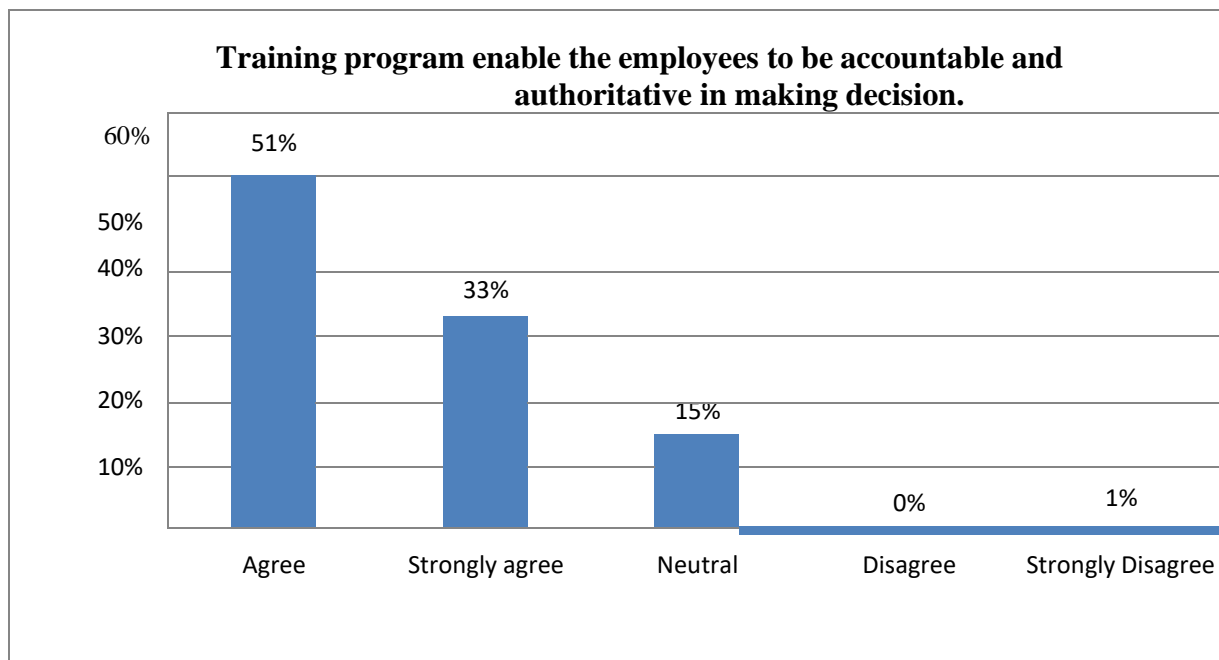


#### Interpretation:

In Table 14 and Figure 14, 68% of the respondents strongly agree that training helps to increase motivational level of the employees. 30% of the respondents agree that it helps to improve employee and employer relationship, 1% of the respondents neutral in their opinion and only 1% of the respondents strongly disagree that it does not help to improve employee and employer relationship.

#### Training program enable the employees to be accountable and authoritative in making decision.

Training program enable the employees to	No. of Respondents N= 100	Percentage
Agree	51	51%
Strongly agree	33	33%
Neutral	15	15%
Disagree	0	0%
Strongly Disagree	1	1%
	<b>100</b>	<b>100%</b>



#### Interpretation:

In Table 15 and Figure 15, 51% of the respondents agree that training program enable the employees to be accountable and authoritative in making decision. 33% of the respondents strongly agree that training program enable the employees to be accountable and authoritative 15% of the respondents neutral in their opinion and only 1% of the respondent strongly disagree with the statement.

#### Training is relevant to the needs of the organization.

Training is relevant to the needs of the organization	No. of Respondents N= 100	Percentage
Yes	98	98%
No	2	2%
	<b>100</b>	<b>100%</b>

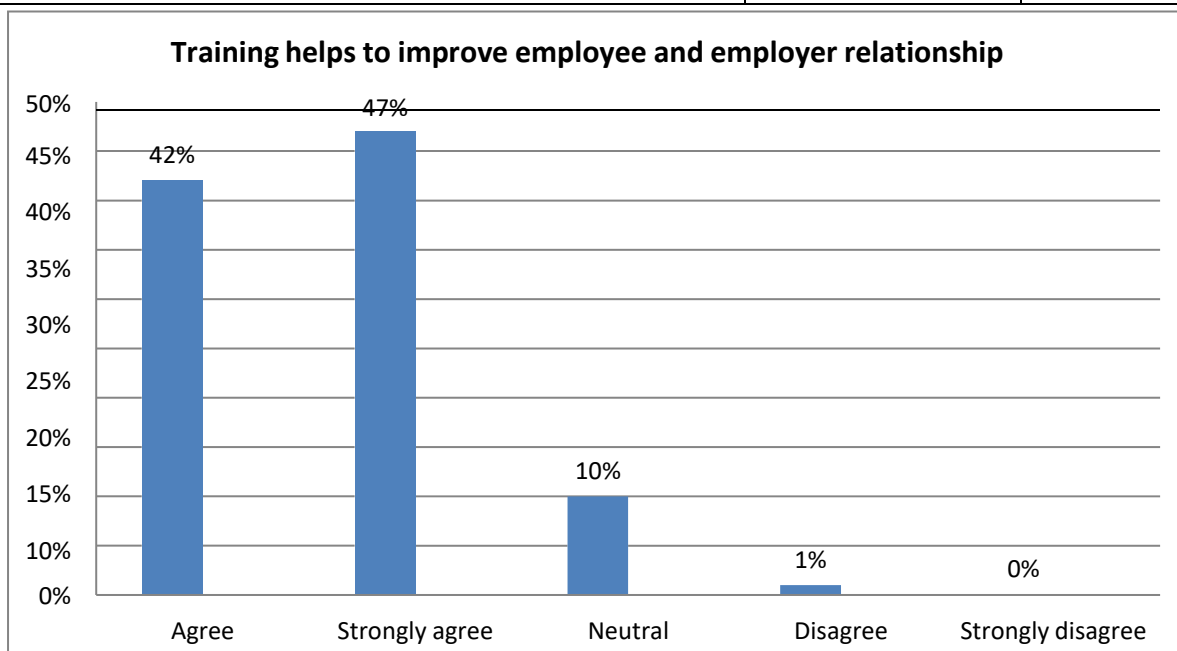


**Interpretation:**

In Table 12 and Figure 12, majority of the respondents agree that training is relevant to needs of the organization.

**Training helps to improve employee and employer relationship.**

Training helps to improve employee and employer relationship	No. of Respondents N= 100	Percentage
Agree	42	42%
Strongly agree	47	47%
Neutral	10	10%
Disagree	1	1%
Strongly disagree	0	0%
	<b>100</b>	<b>100%</b>



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**Interpretation:**

In Table 13 and Figure 13, 89% of the respondents agree that training helps to improve employee and employer relationship, 10% of the respondents neutral in their opinion and only 1 % of the respondents disagree with this statement.

**5. CONCLUSION**

HRM is nothing but managing the human resource, from the date of recruitment till the retirement and each employee needs some training program to develop their skills and ability. Today we are living in a competitive world in order to survive among other factors, it is the employees who make the organisation reach their desired goal. Identification the training and development needs in the employees which is very important in the organisation .it will help to achieve individual goals as well as organisation goals it also help in productivity of the present employees and also the standard of living of the employees and their family

When proper training and development is provided from the organisation to the employees, it helps increase the employee's interest towards the work and also the organisation, when training and development is done by the organisation, it helps to recognize the present level of the employees and what changes are needed to improve their skills, attitude knowledge, experience and also it is able to recognize the negativity of the present problems in the programs which are improving the profits, goodwill.

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