



A CONCEPTUAL STUDY ON TRAINING AND DEVELOPMENT FOR EMPLOYEES IN THE ORGANIZATION

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Article DOI: <https://doi.org/10.36713/epra17186>

DOI No: 10.36713/epra17186

ABSTRACT

Training is meant to instil good improvements in knowledge, skills, and attitude, and it has a significant role to play in this regard. This research is conceptual in nature. Employees pay for training to develop new abilities that will either better prepare them for their current position or for a higher-level one with more responsibility.

KEYWORDS: *personnel, organization, human resource management, training and development.*

INTRODUCTION

Initiatives for human resource development frequently incorporate training. The purpose of the human resources department is to improve organizational effectiveness by providing staff members with the necessary information, abilities, and mind sets to support them in their current positions or in future ones.

Human Resources Development

The importance of human resource development (HRD) in an organization's growth plan is becoming more widely acknowledged. The success of HRD or training programs depends on how well the institutional frameworks and supporting instruments are built, which guarantees that the programs achieve their intended objectives. The process of creating such policies is complex and full with obstacles. These rules will only be successful if the necessary precautions are taken to anticipate probable roadblocks and develop solutions. HRD is inextricably tied to other human resource factors that are pertinent to a certain period of time, such as hiring practices, employment trends, and the age and skill level of the workforce. As a result, HRD policies need to be reviewed on a regular basis in order to stay current with the changing organizational environment. Thus, HRD encompasses a spectrum of activities such as training, education, mentoring, coaching, and other forms of professional development that contribute to the growth of both employees and the organization itself.

Objectives

- To enhance employees' proficiency in their existing roles.
- To equip employees for potential future positions.
- To ensure employees are well-informed and up-to-date.

Training and Development of Employees

The importance of human resource development (HRD) in an organization's growth plan is becoming more widely acknowledged. The success of HRD or training programs depends on how well the institutional frameworks and supporting instruments are built, which guarantees that the programs achieve their intended objectives. The process of creating such policies is complex and full with obstacles. These rules will only be successful if the necessary precautions are taken to anticipate probable roadblocks and develop solutions. HRD is inextricably tied to other human resource factors that are pertinent to a certain period of time, such as hiring practices, employment trends, and the age and skill level of the workforce. As a result, HRD policies need to be reviewed on a regular basis in order to stay current with the changing organizational environment.

The essential features of training:

- In order for new personnel to carry out their duties in an efficient manner, training is essential. With the right guidance, coaching, and mentoring, people can effectively and competently handle their tasks.
- Providing current staff with advancement training is essential to preparing them for promotions and higher roles.
- Given the rapid rate of technology improvements, it is vital that current staff members get continuous education in order to stay up to date on changes in work tasks.
- It's crucial to provide flexibility training to staff members so they can be assigned to various tasks based on the needs of the company. When employees go from one role to another, transitional training is crucial because it helps them adjust quickly, improve their performance, and easily accomplish their career goals.



- Training to close the skills gap is required to match workers' abilities to the particular requirements of their positions.
 - The goal of productivity training is to raise employees' value and long-term efficiency inside the company.
 - By rapidly grasping their tasks and making valuable contributions to the team, employees who receive peer integration training gain the respect of their peers

Employee training is intended to improve skills or add to existing knowledge, preparing staff members to succeed in their current tasks or advance to more responsible ones. The growth trajectory of an organization is closely linked to the personal development of its members. Activities included in training are largely designed to help staff members absorb and apply the knowledge, skills, abilities, and attitudes that the company determines are essential. Training is essentially the process of increasing a worker's knowledge and skill set for a certain position. In light of the ever-changing nature of today's corporate environment, learning is the most important way to adapt. Workers are the driving force behind an organization's successes and failures because they are a source of creativity.

Employee Perception

The cognitive process by which people form and analyse their sensory observations in order to create an understanding of their environment is known as employee perception. This impression could not correspond with reality; rather, it is a person's personal interpretation of a situation. Perception plays a crucial role in organizational behaviour because it shapes conduct based on how an individual interprets reality rather than the actual facts. Perceived reality is the one that shapes behaviour. Human nature has layers of complexity, even though it can seem simple at times. Acknowledging and appreciating this complexity is critical to promoting positive employee perception at work, which is necessary for competent management and leadership. It is commonly known that organizational operations would cease to exist in the absence of perception. It is necessary for all staff members to have the same perspective in order to complete any assignment. Managers can utilize this shared knowledge to motivate team members and improve organizational productivity. For the organization to be successful, a variety of viewpoints must be present. To perform their duties, organizations need staff that are knowledgeable and experienced. If potential or present employees already fit these requirements, training becomes unnecessary. When there is a disparity, nevertheless, it is crucial to teach the staff members to improve their skill levels. Training includes the following:

- Evaluating present skill levels and projecting future growth.
- Expanding a person's repertoire of abilities.
- Developing technical know-how. Gaining a competitive advantage.
- Increasing confidence.
- Promoting the growth of the company.
- Increasing the organization overall capability in the end, it helps bring about a revolutionary change in behaviour, which results in a favourable attitude adjustment.

Motivation

The process that encourages people to use their abilities and put forth effort in a way that advances both the accomplishment of organizational goals and their own needs is known as motivation. The success of training initiatives is significantly influenced by the fervour with which employees embrace them. Studies have indicated that an employee's willingness to participate in training and development initiatives is highly influenced by their perception of the job's significance and the possibility of career progression. Effectively motivated workers typically have a positive perception of the training environment at their company, which is correlated with a higher level of participation in training initiatives. Research has also shown that those who are eager to learn are better at using new abilities in their work-related duties.

The resultant advantages foster a sense of goodwill towards the organization, thereby reinforcing their emotional commitment. When it comes to training and development, research indicates that workers are more likely to participate in learning when they understand the importance of these programs in achieving their goals for improved performance as well as the possibility of benefits like incentives and possibilities for growth. Individuals who perceive training as beneficial are more likely to exhibit increased commitment to their company.

Furthermore, it has been observed that the best result of training is an increase in task execution ability. It takes a combination of incentives and rewards, constructive criticism, unambiguous direction, and the required work resources to get the best performance out of people. This suggests that workers who believe that training is a useful instrument for meeting requirements at all levels, including self-actualization and self-esteem, tend to be more proficient in their roles.

Workers are the backbone of any business, and they make a substantial contribution to its success. Therefore, in order to maximize job performance and equip them for the demands of the contemporary, cutthroat business environment, it is imperative to invest in their growth through focused training. Although a lot has been written about HRM, there hasn't been as much written about employee training, especially when it comes to poor countries

Organizations are fighting for dominance and trying to surpass their industry rivals on a global scale. Effective human resource deployment and acquisition are necessary to achieve this. Companies have to face the fact that they need to keep their workers informed and up to date. Because of this, managers need to take into account the fundamentals of human resource management, which are important in a variety of organizational, societal, and economic contexts. These components play a major role in accomplishing corporate goals and maintaining the organization's ongoing market presence. This study goes on to look at employee training—one of the core components of human resources—and how it affects output.



Methods of Training

On Job Training

The development of a manager's ability can take place on-the-job. The four techniques for on the job development are :

- Coaching
- Mentoring
- Job rotation
- Job instruction technique (JIT)

Coaching

Coaching is a type of training that is used to address areas where performance is lacking.

It involves direct, one-on-one engagement and is regarded as the best kind of instruction. It can be carried out through chat rooms, email, or phone calls.

Mentoring

Senior and junior staff members engage in a long-term mentor-mentee relationship through mentoring. It provides guidance and a clearer understanding of the strategic objectives of the company.

Job Rotation

Taking on different positions allows managers to gain expertise and understanding of a range of difficulties. It equips workers at lower levels to advance to roles at higher levels.

The Job Instruction Technique (JIT)

JIT is an approach that emphasizes the development of attitudes, abilities, and knowledge (both procedural and factual).

Off-the-job training

Training received outside of the workplace Employees can learn a variety of management development strategies on the job. The few widely used techniques are:

- Transactional analysis
- Sensitivity training
- Straight lectures/lectures

Sensitivity Training

Developing social awareness and behavioural flexibility is the foundation of this approach, which aims to help people better comprehend both themselves and other people.

Transactional Analysis: This method provides a practical way to analyse and understand other people's actions. According to this theory, each encounter has an initiator whose actions cause a response from a follower, creating a "transaction."

The Lecture as a Training Method:

Lectures provide a theoretical framework for a subject or broaden the listener's knowledge base. They are an essential part of an all-encompassing training course.

Organizations provide training programs (ex)

Training programme in Infosys

Infosys' training program Enabling options and developing talent are two of Infosys' talent strategy themes, and career development practise is a vital programme that tackles these

issues. It offers details on job streams, rolls, career counselling, and chances for professional growth.

Concentrated Instruction

Concentrated Instruction Specific demands are addressed by the career programs meant for different stages of a career lifecycle. They adhere to a rights-based learning repository founded on the globally recognized best learning model, the "Learn, Practice, Apply" framework. Harvard Business Publishing is owned by Infosys. Your strings will be identified with the aid of their career coaching programs and the leadership managerial 360 Degree feedback endeavour. A few of these initiatives have been acknowledged as best practices on a global scale.

- Training and assessment in education
- Talent enabling
- Infosys Leadership Institute

Training Programs in Satyam

Satyam Management Consultants' training division specializes in offering sales and soft-skills training that is specifically designed to help clients thrive in the highly competitive market environment. Our specialty is developing and executing cutting-edge training initiatives. Making use of an extensive network of partners, we respond quickly to client demands by providing solutions that are not only relevant but also customized to their unique goals and results-oriented.

Increasing productivity leads to a more efficient organization, which is the foundation of good staff training. Satyam Management Consultants provides a wide range of educational possibilities for staff members through need-based training programs, all of which are designed to improve performance at work. We provide flexible scheduling to meet the specific needs of any business, whether it's on campus, in the field, or on the client's property. Our programs are dynamic and tailored to meet the unique requirements of each client's company. Each participant receives a certificate upon successfully completing these customized training programs, demonstrating their dedication to providing exceptional customer service.

Among the competences covered by the training courses are the following:

- Leadership Engagement: Developing leaders who are dedicated to fostering team success and actively involved in it.
- Fostering a High-Performance Attitude: Promoting a frame of mind focused on excellence and maximum output.
- Mentoring: Encouraging growth and development by offering direction and assistance through seasoned professionals.
- Customer Service Excellence: Educating staff members to provide exceptional customer service and raise client satisfaction levels.
- Creating High-Performance Teams: Assembling a group of people who work well together and continually produce better outcomes.

Essentially, the goal of our training programs is to impart constructive behavioural and attitude modifications that enhance the organization's overall performance and competitive advantage.



CONCLUSION

In conclusion, it is clear that improving job performance requires personnel training and development. Enhancing a worker's knowledge and skill set for a particular job function is called training. Learning is the main outcome of this kind of training. An individual improves their job performance by learning new skills, refining existing ones, and gaining insightful knowledge during training.

As a result, training plays a critical role in raising job satisfaction, lowering staff turnover, cutting errors, and enhancing productivity. It also gives workers the tools they need to adjust to changes in the company as well as more general societal and technical changes.

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