



A STUDY ON EMPLOYEE TRAINING AND DEVELOPMENT

A.Uday Kumar* A.Chaithanya**

**MBA Student, TKRCET, Hyderabad.*

*** Assistant Professor, TKRCET, Hyderabad.*

Abstract

No industrial organization can long ignore the training and development needs of its employees without seriously inhibiting its performance. Even the most careful selection does not eliminate the need for training. Since people are not molded to specifications and rarely meet the demands of their jobs adequately. Give a man a fish and you have given him meal. Teach man to fish and you have given him a livelihood. This ancient Chinese proverb seems to describe the underlying rationale of all training and developed programs.

Four important developments, which seem to have contributed in recent years, to greater attention being given to training are as follows first, it is now believed that training can cannot be taught second with the rapid change in technology every individual needs to be own narrow functional area. He must also possess a general understanding of the tasks and culture every individual to be able to behave effectively, must be trained in interpersonal skills diverse gaffes, lifestyle and attitudes of people in other countries as well. They need to learn many things such as how to introduce on self before a foreign client, converse and negotiate, talk on telethon, and use body language and so on. To avoid the cultural shock, cross cultural orientation of employees in becoming equally important.

Introduction

Training and development has emerged as a major educational system in the last two decades in India, it has been widely accepted as critical input for improving managerial performance and organizational effectiveness. Every organization needs to have well-trained and experienced people to perform activities that have to be done. If the current job occupant can meet this requirement, training is not important. But when this is not the case, it is necessary to raise the skills levels and increase the versatility and adaptability of employees. Inadequate job performance or a decline in a productivity or changes resulting out of job redesigning or a technological breakthrough require some type of training and development efforts.

Training development and education are three terms frequently used. Training is a process of learning sequence of programmed behavior. It is application of knowledge. It gives people an awareness of rules and procedure to guide their behavior development is related process. It covers not only those activities which improve job performance, but also those which bring about growth of personality and potential capacity so that they not only become good employees including operatives, supervisor and executive/manager in every organization. Employees will enhance their skills, knowledge and attitude for meeting the present as well as future job needs. Operatives, superiors and managers who occupy higher responsibilities have key tasks to be performed in the organization. Training helps them to perform those tasks effectively.

Training and development definitions:

- Training and development is a subsystem of an organization which emphasizes on the improvement of the performance of individual and groups
- Training is an educational process which involves the sharpening of skills, Concepts, changing of attitude and gaining more knowledge to enhance the performance of the employees

Review of literature

Human resource management is concerned with the human beings in an organization. It reflects a new philosophy, a new outlook, approach and strategy, which views an organization's manpower as its resources and assets. Human resource management is a managerial function which facilitates the effective utilization of people (manpower) in achieving the organizational and individual goals.



Objectives of the study

- To prepare the employee (both new and old) to meet the present as well as changing requirements of job and organization
- To impart to new entrants the basic knowledge and skill needed for the performance of a definite job
- To assess how often training programs are conducted and how much are the employees satisfied
- To study what extent the training programs are applicable to their jobs.

Methodology

Step 1: Constituted the distributing of the questionnaire to the sample respondents. Step 2: Constituted of collecting back the questionnaire from the respondents.

Step 3: Constituted of systematic analysis and the data gathering in the form of tables and graphs.

Step 4: Constituted of arriving of findings based on the study and giving suggestions they're on.

Sources of data:

For the fulfillment of the study the student researcher has relied on two types of Data i.e. primary data and secondary data.

Primary Data:

This study is almost based on primary data which is more acquainted for social science research

Secondary Data: The Secondary data has been obtained by studying existing training and developmental program in a company

Tools and Techniques of data collection:

A Structured Questionnaire has been designed covering all relevant aspects of Training and Development programs and administrated to the respondents for the collection of the data.

Data interpretation

The data ventured to be collected through Questionnaire method the responses obtained are then tabulated and analyzed and inferences are drawn. The statistical technique of percentage method is used for the purpose of data analysis. Based on inferences drawn from the data a suitable finding is made along with the necessary summary and conclusion.

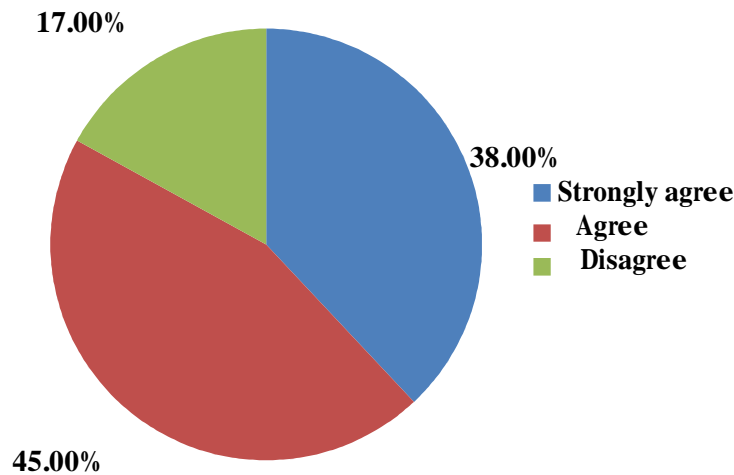
1. The induction training is a well-planned exercise in the organization?

a) Strongly agree b) Agree c) Disagree

S.No	No.of Respondents.	% of Respondents.
1	21	38%
2	25	45%
3	09	17%



Introduction Training is a Well Planned Exercise in Organization



Data analysis: 38% of employees strongly agree that induction is a well-planned exercise in the organization. 45% employees agree and 17% of the employees disagree that training is a well-planned exercise in the organization.

Interpretation: The above analysis makes it clear that the company provides induction training to the new employees.

2. How often the training programs are conducted in your organization?

- a) Every month b) Every Quarter c) Half yearly d) Once in a year

No.Of Respondents.

Respondents.

15	27%
7	13%
10	18%
23	42%

Data analysis: 27% of employees say that the training program conducted in the organization every month. 13% says that training program conducted every year. 18% says that the training program conducted half-yearly. 42% says that the training program conducted once in a year. **Interpretation:** The above analysis says that the company gives provides training depending on need and situation

Findings

- Most of the respondents have expressed that they are interested in the on-the-job method.
- Most respondents expressed that feedback is collected from all the participants in the program.
- The employee in the organization are well participated in the training program.

Suggestion

- The training should be result oriented and people oriented.
- Pre schedule training programmer to be planned at all level on continuous basis.
- It should be beneficial for an employee and for organization.



Conclusion

1. There is a healthy relationship between the peers, subordinates, superiors.
2. In this organization maximum no.of employees are agree with the management considering their ideas and suggestions on some occasions only.
3. In this organization Training programs will helps the employees in achieving both
4. Individual goals and organizational goals.
5. For new joiners in organization training method are conducted like coaching and besides orientation programs.
6. Training will be very useful to employees in their present job.

Books referred

Human resource Management	By Keith Davis.
Human resource Management	By V.S.P.Rao.
Human resource Management	By sher Schoenfeldt Shaw.
Personal HRM	By George T.milkovich.
Human resource & Personal Management	By Aswathappa.