



A study on training and development

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Abstract

Employee training is distinct from management development. Training is a short-term process utilizing a systematic and organized procedure by which non-managerial personnel learn technical knowledge and skills for a definite purpose. It refers to instructions in technical and mechanical operations like operation of a machine. It is designed primarily of non-managers. It is for a short duration and for a specific job-related purpose. On the other hand, development is a long-term educational process utilizing a systematic and organized procedure by which managerial personnel learn conceptual and theoretical educational concepts and it is designed for managers. It involves broader education and its purpose is long-term development. In the words of Campbell, "Training courses are typically designed for a short-term, stated set purpose, such as the operation of some piece(s) of machinery while development involves a broader education for long-term purposes." Training involves helping an individual learn how to perform his present job satisfactorily. Development involves preparing the individual for a future job and growth of the individual in all respects, development complements training because human resources can exert their full potential only when the learning process goes for beyond simple routine. The main objective of the study is to map the effectiveness of training and development, towards employee benefits and to sketch how the organization organized training and development program for the employees. Training and development is gaining remands important in the current industrial and management scenario all the organization have come to realize that only a well trained and well developed human resource well enable increased production and satisfying profits under this circumstance a study was undertaken at salzer electronic ltd to identify and recommend their training and development needs. The research used for study is Descriptive Research. The data was collected from the employees through Simple Random Sampling. Sample Size chosen for the result is 100 respondents from a total population of 500 employees. The data for the study is classified as primary data and secondary data.

Keywords

Job satisfaction, Long-term development, Random Sampling, Primary Data And Secondary Data.

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1. Introduction

Training and development play an important role in the effectiveness of organizations and to the experiences of people in work. Training has implications for productivity, health and

safety at work and personal development. All organizations employing people need to train and develop their staff. Most organizations are cognisant of this requirement and invest effort and other resources in training and development. Such investment can take the form of employing specialist training and development staff and paying salaries to staff undergoing training and development. Investment in training and development entails obtaining and maintaining space and equipment. It also means that operational personnel, employed in the organization's main business functions, such as production, maintenance, sales, marketing and management support, must also direct their attention and effort from time to time towards supporting training development and delivery. This means they are required to give less attention to activities that are obviously more productive in terms of the organization's main business. However, investment in training and development is

generally regarded as good management practice to maintain appropriate expertise now and in the future.

2. Objectives

1. Induce employee is the primary objectives of training and this is very important for an organization.
2. Training and development help to gain knowledge on new method.
3. Employee should have sufficient knowledge about company policy for best performance.
4. Training and development help employee to obtain knowledge on company policy.
5. Collect data regarding customer relations is the major objectives of training and development.

3. Review of Literature

According to the Michel Armstrong: “Training is systematic development of the knowledge, skills and attitudes required by an individual to perform adequately a given task or job”(Source: A Handbook of Human Resource Management Practice, Kogan Page, 8th Ed.,2001).

According to the Edwin B Flippo: “Training is the act of increasing knowledge and skills of an employee for doing a particular job.” (Source: Personnel Management, McGraw Hill; 6th Edition, 1984) The term ‘training’ indicates the process involved in improving the aptitudes, skills and abilities of the employees to perform specific jobs. Training helps in updating old talents and developing new ones. ‘Successful candidates placed on the jobs need training to perform their duties effectively’(Source: Aswathappa, K. Human resource and Personnel Management, New Delhi: Tata Mcgraw-Hill Publishing Company Limited,2000). The principal objective of training is to make sure the availability of a skilled and willing workforce to the organization.

4. Research Methodology

According to this study investigation was conducted for some definite purpose with the help of a structural & personal interview to gather primary information as much as possible as the most appropriate research design for the study is descriptive research design. The study is an evaluative & diagnostic attempt to discover empirically the nature of relationship between performance appraisal and training and development within the extensively draw domain of the problem of the question. Research methodology is a way to systematically solve research problem, it may be understood as a science of studying how research is done scientifically. A structured questionnaire was prepared and the feedback from the employees was obtained. Methodology as the name suggests is the method through which the problem or the situation is tackled. It involves a lot of factor like the research design, sample size, segment, techniques of sampling, tools used etc., all the steps and factors put together to bring out a clear and accurate results.

5. Findings

1. The training is given to those employees who need it.
2. But the barrier for the training process in the organization is the non-availability of the skilled trainers.
3. There are gaps between the training session organized is the non-availability of skilled workers.
4. The organization also appoints trainers from outside of from different firms to ensure better training to its employees.
5. The firms follow an effective training process.

6. Conclusion

The purpose of this learning material is to explain to the reader issues and concepts that should be understood in order to think constructively about the application of the psychology of training to real work issues. It is not presented as a literature review you will need to read further for that information. Instead, the material has been written in an informal way to explain key principles and concepts and how they relate to each other in dealing with applied training issues. It does not deal in detail with the research literature underpinning these ideas. This is left for you to examine using the Readings provided as a starting point to exploring wider literature. This learning material offers one perspective with a view to providing a coordinated story, but there are other perspectives in occupational psychology that you will encounter in a professional capacity and which you must try to accommodate.

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