

Training & Development in Different Industries

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Abstract—Training can be introduced simply as a process of assisting a person for enhancing his efficiency and effectiveness to a particular work area by getting more knowledge and practices. Also training is important to establish specific skills, abilities and knowledge to an employee. For an organization, training and development are important as well as organizational growth, because the organizational growth and profit are also dependent on the training. But the training is not a core of organizational development. It is a function of the organizational development.

1. INTRODUCTION

Definition

Organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill.

Training is defined as the “organized procedure by which people learn knowledge and/or skill for a definite purpose”

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Meaning

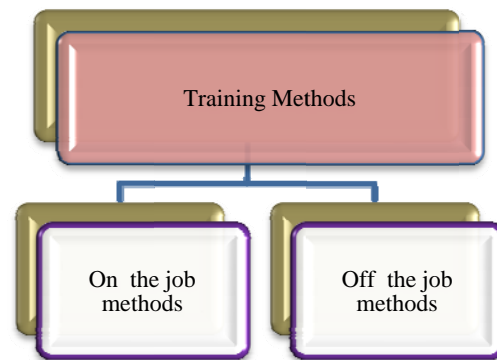
After an employee is selected, placed and introduced he or she must be provided with training facilities Training is the act of increasing the knowledge and skill of an employee for doing a particular job

In other words, training improves, changes ,moulds the employee’s knowledge, skill, behavior, aptitude and attitude towards the requirements of the job and organization

Objectives of training

- To prepare employees for higher level tasks
- To prepare the employees both old and new to meet the present as well as the changing requirements of the job and the organization
- To ensure smooth and efficient working of a department
- To ensure economical output of required quality

Methods / techniques adopted in training the employees



On the job training methods

This type of training, also known as job instruction training The individuals is placed on a regular job and taught the skills necessary to perform that job The trainee learns under the supervision and guidance of a qualified worker or instructor On the job training has the advantage of giving first hand knowledge and experience under actual working conditions

Off the job training methods

Under this method of training , trainee is separated from the job situation and his attention is focused up on learning the material related to his future job performance

Training In Manufacturing Industry

Apprentice Training

The apprentices are full-time employees of the company. They receive wages and benefits, and the company pays for their education and training. Two of the apprentice programs (The Run-Off Technician and Electrical Technician) take 8,000 hours of OJT, combined with night classes to complete and they receive a Manufacturing Engineering Technology or Electrical Technology Associate’s degree.

A key issue in advanced training that will produce the multi-skilled people we need in manufacturing, is the skill called troubleshooting. The media talks about advanced skills, problem solving, knowledge of computers, and programming, but they never tie these general problems to advanced skills. To maintain, repair, and operate today's machine tools and packaging equipment takes excellent troubleshooting skills, and I think that people acquire these kinds of skills through apprentice training.

2. INTERNSHIP PROGRAMS

Internship programs are student trainee positions for people who are finishing high school, college, or a master's degree. The internships are currently being used for engineering students and students seeking an associate's degree. Interns receive an hourly wage and usually work 40 hours a week. In some cases interns travel with the field service group and will work overtime. The externship is a lesser program non-paid but designed to give pre-apprentice applicants hands on experience.

Training Procedure/Process Of Training For Employees In HRM

Every company has a specific training procedure, depending upon its requirements. A general training procedure is explained below along with diagram:



3. DETERMINING TRAINING NEEDS OF EMPLOYEE

In the very 1st step of training procedure, the HR department, identifies the number of people required training, specific area in which they need training, the age group of employee, the level in organization etc. in some cases the employee may be totally new to the organization. Here the general introduction training is required. Some employees may have problems in specific areas; here the training must be specific. This entire information is collected by HR department.

4. SELECTING TARGET GROUP

Based on information collected in step 1 the HR department divides employee into groups based on the following:

- i. The area of training
- ii. Level in the organization
- iii. The intensity of training

5. PREPARING TRAINERS

Once the employees have been divided into groups, the HR department arranges for trainers. Trainers can be in house trainers or specialized trainers from outside. The trainers are given details by HR department, like number of people in group, their age, their level in organization, the result desired at the end of training, the area of training, the number of days of training, the training budget, facilities available etc.

6. PREPARING TRAINING PACKAGES

Based on the information provided by trainers, he prepares entire training schedule i.e. number of days, number of sessions each day, topics to be handled each day, depth of which the subject should be covered, the methodology for each session, the test to be given for each session, handout/printed material to be given in each session

7. PRESENTATION

On the first day of training program the trainer introduces himself and specifies the need and objective of the program and then actually starts the program. The performance of each employee is tracked by the trained and necessary feedback is provided.

8. PERFORMANCE

At the end of training program the participants reports back to their office or branches. They prepare report on the entire training program and what they have learned. They the start using whatever they have learned during their training.

Their progress and performance is constantly tracked and suitable incentives are given if the participant is able to use whatever he has learned in training.

9. FOLLOW UP

At the end of training program the participants reports back to their office or branches. They prepare report on the entire training program and what they have learned. They the start using whatever they have learned during their training. Their progress and performance is constantly tracked and suitable incentives are given if the participant is able to use whatever he has learned in training.

10. CONCLUSION

If we are going to train the new manufacturing workers to do advanced troubleshooting and have the multi skill ability to do many jobs as a generalist, I believe it will require long term, comprehensive training programs. I suspect that the publicly held companies will continue to view training as an expense rather than an investment. This kind of mindset is very suspicious of training programs that take years to complete, paying people for skills they attain, or issuing certificates to people that make their skills transferable.

11. KEY WORDS

- Training
- Performance
- Attitude
- Apprentices
- Wages
- Internship programs
- Target
- Incentives

12. ACKNOWLEDGEMENT

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