

TRAINING AND DEVELOPMENT

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Abstract- Through this paper we tend to propose the importance of training. It has been known by several names, including "human resource development", and "learning and development". In our culture, we highly value learning. Yet, despite our having attended many years of schooling, many of us have no idea how to carefully design an approach to training and development. This topic in the Library provides an extensive range of information about training and development, including to depict how the many aspects of training and development relate to each other.

Index Terms- refresher training, remedial training, on-job training

I. INTRODUCTION

Human Resource Management (HRM), a relatively new term, that emerged during the 1930s. Many people used to refer it before by its traditional titles, such as Personnel Administration or Personnel Management. But now, the trend is changing. It is now termed as Human Resource Management (HRM). Human Resource Management is a management function that helps an organization select, recruit, train and develops.

II. DISCUSSION

Human Resource Management is defined as the people who staff and manage organization. It comprises of the functions and principles that are applied to retaining, training, developing, and compensating the employees in organization. It is also applicable to non-business organizations, such as education, healthcare etc. Human Resource Management is defined as the set of activities, programs, and functions that are designed to maximize both organizational as well as employee effectiveness

Scope of HRM without a doubt is vast. All the activities of employee, from the time of his entry into an organization until he leaves, come under the horizon of HRM.

The divisions included in HRM are Recruitment, Payroll, Performance Management, Training and Development, Retention, Industrial Relation, etc. Out of all these divisions, one such important division is training and development.

It's amazing how so many of us go through so many years of schooling, but have such little understanding of learning and development. Before reading about the many aspects of learning and development in this topic in the Library, including learning and development programs and practitioners, it's best to start with a basic understanding of what learning and development is and how to best benefit from it. Also, it's useful to understand the common terms and the sometimes subtle differences between them.

If you will be doing training and development with yourself (and almost every adult will be at some time in their lives) or with others, you should know the differences between training children and teens versus training adults. Adults have very different nature and needs in training. Also, there are some common beliefs about training that just aren't true. Understand those misconceptions so you don't build your training around those illusions.

Training and development objective

The principal objective of training and development division is to make sure the availability of a skilled and willing workforce to an organization. In addition to that, there are four other objectives: Individual, Organizational, Functional, and Societal.

Individual Objectives – help employees in achieving their personal goals, which in turn, enhances the individual contribution to an organization.

Organizational Objectives – assist the organization with its primary objective by bringing individual effectiveness.

Functional Objectives – maintain the department's contribution at a level suitable to the organization's

needs.

Societal Objectives – ensure that an organization is ethically and socially responsible to the needs and challenges of the society.

Types of training :-

1. Remedial training :-Remedial training is defined as training in the elementary skills that every worker must have in order to achieve basic employability.

2. Technical training. New technology and structural designs have increased the need to upgrade and improve employees' technical skills in both white-collar and blue-collar jobs.

3. Diversity training. As one of the fastest growing areas of training, diversity training increases awareness and builds cultural sensitivity skills. Awareness training tries to create an understanding of the need for, and meaning of, managing and valuing diversity. Skill-building training educates employees about specific cultural differences in the workplace.

4. On-the-job training (OTJ) is a form of training taking place in a normal working situation. On-the-job training, sometimes called direct instruction, is one of the earliest forms of training (observational learning is probably the earliest). It is a one-on-one training located at the job site, where someone who knows how to do a task shows another how to perform it. In antiquity, the kind of work that people did was mainly unskilled or semiskilled work that did not require specialized knowledge. Parents or other community members, who knew how to do a job necessary for survival, passed their knowledge on to the children through direct instruction.

We often think that the biggest benefit of learning is that we get a diploma or credential. As we get wiser, we realize there are so many more benefits than that. Knowing the benefits will help motivate you to design your own training plans and programs, and to motivate others to participate as well. Perhaps one of the biggest benefits is the appreciation that you can be learning all the time, even if you are not in a formal training program.

USES

1. It helps in improving skills
2. Increased job satisfaction and morale among employees
3. Increased employee motivation

4. Increased efficiencies in processes, resulting in financial gain
5. Increased capacity to adopt new technologies and methods
6. Increased innovation in strategies and products .

III. CONCLUSION

Training is one of the most important aspects of our lives and our work. It might help to broaden your understanding of how learning and development is applied in life and organizations by considering various forms of development

REFERENCES

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