

Importance of Training & Development in an Organization: A Micro Study

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ABSTRACT

Training of employees takes place after orientation takes place. Training is the process of enhancing the skills, capabilities and knowledge of employees for doing a particular job. Training process moulds the thinking of employees and leads to quality performance of employees. It is continuous and never ending in nature.

Whereas, Development refers to the overall holistic growth and maturity of employees in any organization. The process of development is in relation to insights, attitudes, adaptability, leadership and human relations.

Thus, "Training and Development" is one of the main functions of the human resource management department. Training and Development is a structured program with different methods designed by professionals in particular job. In accordance with changing environment, it has become most common and continuous task in any organisation for updating skills and knowledge of employees. Optimisation of cost with available resources has become pressing need for every organisation which will be possible only by way of improving efficiency and productivity of employees, possible only by way of providing proper employee training and development conditioned to that it should be provided by professionals.

1. Introduction

In this competitive world, where nothing is static, every day an innovation comes into the market. This made the organization to be dynamic in their business process and keep on implementing the changes so that they will be competitive in the market. But how can you be competitive and win in the market? It's your employees, who will help you to be competitive in the market. The business owner or HR manager must needs be active and look out for the various strategies which help the organization to grow in the future.

"Training and development is one of the key HR functions". Most organisations look at training and development as an integral part of the human resource development activity. The turn of the century has seen increased focus on the same in organisations globally. Many organisations have mandated training hours per year for employees keeping in consideration the fact that technology is deskilling the employees at a very fast rate.

'Training and development' involves improving the effectiveness of organizations and the individuals and teams within them. Training may be viewed as related to immediate changes in organizational effectiveness via organized instruction, while development is related to the progress of longer-term organizational and employee goals. While training and development technically have differing definitions, the two are oftentimes used interchangeably and/or together. Training and development has historically been a topic within applied psychology but has within the last two decades become closely associated with human resources management, talent management, human resources development, instructional design, human factors, and knowledge management.

2. Research Methodology

The present study is based on only secondary data. This secondary data has been collected from the different related

websites, reputed journals, periodicals, magazines, newspapers also.

3. Objectives of the Study:

Doubtless, every company/ business looks for benefits, productivity, quality improvement, safety in business organization or industry, reduction of turnover and learning time and ability to maintain an effective management team. The main objectives of the study is

- To provide basic knowledge of training & development.
- To analysis about the need and importance of training & development in an organization.

4. What is Training and Development?

Training implies a process of upgrading an individual's knowledge, skills and competencies. When an employee joins the organization, he/she is given job-related training to ensure satisfactory performance of the tasks and duties assigned, so that the employee can contribute more to the organization.

In other words, Training refers to a systematic setup where employees are instructed and taught matters of technical knowledge related to their jobs. It focuses on teaching employees how to use particular machines or how to do specific tasks to increase efficiency.



*Figure:1-Image of 'training & development'



*Figure:2-Image of Training Process.

On the other hand, **development has a long-term view**. It is all about preparing the employee for the current as well as future jobs, by providing them with learning opportunities to increase their capacities, to undertake more challenging and complex tasks.

5. Definition of Training and Development:

Training and Development is a subsystem of an organization which emphasize on the improvement of the performance of individuals 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. Good & efficient training of employees helps in their skills & knowledge development, which eventually helps a company improve.

Need for Training and Development:

Training and development of employees is a costly activity as it requires a lot quality inputs from trainers as well as employees. But it is essential that the company revises its goals and efficiencies with the changing environment. Here are a few critical reasons why the company endorses training and development sessions.



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*Figure:3-Image of Learning Training & Development

- When management thinks that there is a need to improve the performances of employees
- To set up the benchmark of improvement so far in the performance improvement effort
- To train about the specific job responsibility and skills like communication management, team management etc
- To test the new methodology for increasing the productivity

What are the benefits of Training and Development in an organization?

Importance of 'Training and Development' in an Organizational Development, training and career development are very vital in any company or organization that aims at progressing. This includes decision making, thinking creatively and managing people.

In this way, these are the main importance of training and development in an organization:

- Training and Development programme facilitates better utilization of an organization's resources, i.e. men, machine, material and money.
- Addressing Employees Weaknesses.
- To Increase Profitability.
- Increased Competitiveness.
- To developes the positive attitudes amongs the employees'.
- To reduce employee's satisfaction i.e.; to ensuring employees satisfaction & morale.
- Less wastage with respect to resource and time.
- Reduction in supervision.
- Consistency in employees' duties performance.
- To improves the performance of the employees'.
- To improvements in worker-performance.
- To improved quality of service and products.
- To increase innovations and new strategies in products.



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*Figure:4-Image of Training Development



*Figure:5-Image of 'T & D' as Growth

In addition to being a core function of human resource management, training and development is also a subsystem of an organization. What it ensures in an organization is continuous skill development of employees. The process of learning for putting knowledge to work is also habituated to it.

In other words, it is the foundation through which quality output can be generated from employees continuously.

For a number of organizations, it has become a continuous and most common task for getting up-to-date with skills and knowledge within the framework of environment that is constantly changing. Companies, both large and small, have felt the pressing need to optimize the cost with whatever limited resources they have to improve the productivity and efficiency of employees. And the only way this can be achieved is

through proven and efficient training methods and development activities.

6. Conclusion:

In a nutshell, with technology creating more deskilled workers and with industrial workers being replaced by knowledge workers, training and development is at the forefront of any organization.. The onus is now on the human development department to take a proactive leadership role in responding to training and business needs.

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