

A

Seminar report

On

Training and Development

Submitted in partial fulfillment of the requirement for the award of degree
Of MBA

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Preface

I have made this report file on the topic **Training and Development**; I have tried my best to elucidate all the relevant detail to the topic to be included in the report. While in the beginning I have tried to give a general view about this topic.

My efforts and wholehearted co-corporation of each and everyone has ended on a successful note. I express my sincere gratitude towho assisting me throughout the preparation of this topic. I thank him for providing me the reinforcement, confidence and most importantly the track for the topic whenever I needed it.

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Introduction

There is a vital role played by the training and development in the working of the organizations. The training has many implications for health, productivity and safety in the personal development. The programs related to the training and development provided by an organization consist of a wide range of educational techniques. It may be attended by staff on a voluntary or compulsory basis.

In simple words, it can define as an educational process that consists of sharpening of skills, gaining extra knowledge, changing of attitude for promoting the performance of the company's employees. It is known by many other names such as Human Capital Development, Human Resource Development, and Learning & Development.

History

The name of the discipline has been debated, with the Chartered Institute of Personnel and Development in 2000 arguing that "human resource development" is too evocative of the master-slave relationship between employer and employee for those who refer to their employees as "partners" or "associates" to feel comfortable with. Eventually, the CIPD settled upon "learning and development", although that was itself not free from problems, "learning" being an over-general and ambiguous name, and most organizations referring to it as "training and development"

What is the difference between training and development?

This is typical questions to to give clear answer. Previously many authors have defined the difference between training and development, but still there is little confusion in understanding the difference. In fact many organisations are using term "training and development" as one and same. Mostly we hear the term "training" for the purpose of the developing skills and knowledge among employees. Both training and development are continuous and core tasks of organisation, but employee training will be for the particular job to develop skills in concern particular job for a particular period and will be given periodically whenever updating of skills needed for performing particular job and moreover training is meant for the purpose of development of technicality among employees.

Training is mainly provided for making employee aware on how to handle particular job, technology or equipment for doing particular task or function in the organisation. ultimately training of employees will be by way of teaching by the professional in particular job which involves technicality to develop skill. In many and large organisations even in governmental organisations financial budgeting provides a separate budget for the purpose of employee training as a key overhead which has been not ignored ever.

Because employee training is very expensive, especially if we take information technology companies spends large amounts for providing training to their employees and frequency of training is high because change of technology is not constant and updated continuously. Therefore to make aware of new technology and update their skills in accordance with new technology, training of employees is more frequent as that of other industries.

Coming to employee development we don't hear or see as that of employee training program in the organisation. Employee development is psychological oriented mainly provided for people who deals with managerial tasks. As compared to technical staff, managerial staff will be very low in number because manager who is having more efficiency can manage more number of people which is a real manager capability, but coming to technical jobs cannot be done by one or with minimum available skilled labour if there is need for high or large production. ultimately development of employees is by way of learning by way of observations to develop knowledge. In fact training is also provided for management level personnel to understand technicalities involved and nature of work done by the staff working under them, ultimately to manage them.

The Need for Training and Development

Before we say that technology is responsible for increased need of training inputs to employees, it is important to understand that there are other factors too that contribute to the latter. Training is also necessary for the individual development and progress of the employee, which motivates him to work for a certain organisation apart from just money. We also require training update employees of the market trends, the change in the employment policies and other things.

The following are the two biggest factors that contribute to the increased need to training and development in organisations:

1. **Change:** The word change encapsulates almost everything. It is one of the biggest factors that contribute to the need of training and development. There is in fact a direct relationship between the two. Change leads to the need for training and development and training and development leads to individual and organisational change, and the cycle goes on and on. More specifically it is the technology that is driving the need; changing the way how businesses function, compete and deliver.
2. **Development:** It is again one the strong reasons for training and development becoming all the more important. Money is not the sole motivator at work and this is especially very true for the 21st century. People who work with organisations seek more than just employment out of their work; they look at holistic development of self. Spirituality and self awareness for example are gaining momentum world over. People seek happiness at jobs which may not be possible unless an individual is aware of the self. At ford, for example, an individual can enrol himself / herself in a course on 'self awareness', which apparently seems inconsequential to ones performance at work but contributes to the spiritual well being of an individual which is all the more important.

The critical question however remains the implications and the contribution of training and development to the bottom line of organisations performance. To assume a leadership position in the market space, an organisation will need to emphasise on the kind of programs they use to improvise performance and productivity and not just how much they simply spend on learning!

Types of Training and Development

Have a look at some of the top types of training and development:

- **Technical Training**

The employee is reached about the technological characteristics of the job in the technical training.

- **Quality Training**

In quality training, the employees are familiarized with the means of detecting, preventing and eliminating the non-quality things in the organization.

- **Skills Training**

This type of training consists of proficiencies required to actually do the job.

- **Professional Training**

When the organization needed to be up to date in their professional field, then the professional training is required.

Training & Development Process

1. NEEDS ANALYSIS

- Identify specific job performance skills needed to improve performance and productivity.
- Analyze the audience to ensure that the program will be suited to their specific levels of education, experience, and skills, as well as their attitudes and personal motivations.
- Use research to develop specific measurable knowledge and performance objectives.

2. INSTRUCTIONAL DESIGN

- Gather instructional objectives, methods, media, description of sequence of content, examples, exercises, and activities. Organize them into a curriculum that supports adult learning theory and provides a blueprint for program development.
- Make sure all materials, such as video scripts, leaders' guides, and participants' work-books, complement each other, are written clearly, and blend into unified training geared directly to the stated learning objectives.
- Carefully and professionally handle all program elements – whether reproduced on paper, film, or tape – to guarantee quality and effectiveness.

3. VALIDATION

- Introduce and validate the training before a representative audience. Base final revisions on pilot results to ensure program effectiveness.

4. IMPLEMENTATION

- When applicable, boost success with a train-the-trainer workshop that focuses on presentation knowledge and skills in addition to training content.

5. EVALUATION AND FOLLOW UP

- Assess program success according to:

REACTION – Document the learners' immediate reactions to the training.

LEARNING – Use feedback devices or pre- and posttests to measure what learners have actually learned.

BEHAVIOR – Note supervisors' reactions to learners' performance following completion of the training. This is one way to measure the degree to which learners apply new skills and knowledge to their jobs.

RESULTS – Determine the level of improvement in job performance and assess needed maintenance.

Main Advantages of Training & Development

Here are some top advantages of training and development:

- **Better Productivity**

The efficiency and productivity of employees get increased by training and development because they get updated with newer technology. Apart from that, they become able to use the existing one in a better way.

- **Less errors & accidents**

The main reason for the majority of the errors is the lack of the precise skills and desired knowledge needed for completing a particular job. It can be eliminated by continuous training and development.

- **Job satisfaction**

The employees generally feel more satisfied in playing their role in the company after having proper training and development.

- **Less supervision**

The necessary skills can be improved in the employees by training because it empowers them for addressing the tasks in an independent way.

Conclusion

There can be a better profitability and more positive attitudes in the employees for their organization by having training and development. In addition to this, it also helps in solving problems and promotes decision making. It assists in carrying out and understanding the policies of the organization. That means training and development develop motivation, leadership skills, better attitudes and much more.

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