

2. Role Of Training Of Skill Development For Employees

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Abstract:

Training and development programs play a important role in every organization. These programs improve employee performance at workplace it updates employee knowledge, personal skill and it helps in avoiding manageable obsolescence with the use of these programs, it is easier, for the management to evaluate the job performance and accordingly take decisions like employee, promotion, rewards, compensations, welfare facilities etc. These training program also help the managers in planning, retention, and motivation. It creates officiant and effective employees in the organization.

Keywords:

Training, Development, Employee, Organisation, Productivity, Rewards, Performance etc.

Introduction:

Training and development describe the formal ongoing efforts that are made with in organisations to improve the performance and self-fulfillment of their employees through a variety of educational methods and programmes. In recent years, training and development has emerged as a formal business function, an integral element of strategy and a recognized profession with distinct theories and methodologies more and other aspects of training and development, as a means of promoting employee growth and acquiring a highly skilled work force.

In fact, the quality of employees and the continual improvement of their skills and productivity through training are, now widely recognized as important factors in ensuring the long-term success and profitability of small business. Employee today must have access to continual training of all types just to keep up. If you don't actively stride against the momentum of skill deficiency, you

lose ground. If your workers stand still, your firm will lose the competency race.

There is a growing realization about the importance of training in India organisations, especially after globalization. Without efficiency effectiveness and competency, it would be impossible to survive. Quality innovation, technology up gradation, cost reduction and productive work culture, have thus become the slogans of every industry. Justifiably, therefore, there is an upward trend in investment in training in many organisations. But increasing the investment in training and hiking training budgets is not going to achieve desired results. There are certain fundamentals and basic in training which must be given importance, if investments have to bring in returns.

Concept Of Training:

Training is the act of increasing the knowledge and skill of an employee for doing a job. Thus, it is an organised process for increasing the knowledge and skill of the employees. According to **Edwin Filippo**," training is the act of increasing the skills of an employee for doing a particular job.

According to **Dale S. Beach** defines training as "the organised procedure by which people learn knowledge and skill for a definite purpose. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organisation acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization. There are five types of training to develop a holistic employee.

- Technical or Technology Training.
- Quality Training.
- Soft Skills Training
- Professional Training and legal Training
- Team Training.
- Managerial Training.
- Safety training.

Concept Of Development:

Development is related to enhancing the conceptual skills of the employee, which helps individual towards achieving maturity and self-actualization. In the words of **Michael Armstrong** Employee development, often referred to as human resource development (HRD) is about the provision of learning,

development and training opportunities in order to improve individual, team and organizational performance.

Objectives Of Training:

The primary objective of training is to prepare employees both new and old for promotions to the positions which require added skill and knowledge. The main objectives of training is as follows:

- To impart to new entrants the basic knowledge and skill they need for an intelligent performance of definite tasks.
- To assist employees to function more effectively in their present positions by exposing them to the latest concepts, information and techniques and developing the skill.
- To build up a second line of competent officers and prepare them to occupy more responsible positions.
- To impart customer education for the purpose of meeting the training need of corporations which deal mainly with the public.

Importance Of Training And Development:

Training and career development are very vital in any company and organisation that aims at progressing. Training simply refers to the process of acquiring the essential skills required for a certain job. It targets specific goals, for instance understanding a process and operating a certain machine or system. Career development, on the other side puts emphasis on broader skills, which are applicable in a wide range of situations. This includes decisions making, thinking creatively and managing people.

1. Help In Addressing Employee Weaknesses:

Most workers have certain weaknesses in their workplace, which hinder them from giving the best services. Training assists in eliminating these weaknesses, by strengthening workers skills. A well organised development program helps employees gain similar skill and knowledge, thus bringing them to a higher uniform level. This simply means that the whole workforce is reliable, so the company or organisation doesn't have to rely only on specific employees.

2. Improvement In Workers Performance:

A professionally trained employee becomes more informed about procedures for various tasks. The worker confidence is also boosted by training and

development. This confidence comes from the fact that the employee is fully aware of his/her roles and responsibilities. It helps the worker carry out the duties in better way and even find new ideas to incorporate in the daily execution of duty.

3. Consistency In Duty Performance:

A well organised training and development. Program gives the workers constant knowledge and experience. Consistency is very vital when it comes to an organisation's or company's procedures and policies. Training and development make the employee also feel satisfied with the role they play in company or organization. This is driven by the great ability they gain to execute their duties.

4. Productivity Increased:

Through training and development, the employee acquires all the knowledge and skills needed in their day to day tasks. Workers can perform at a faster rate and with efficiency thus increasing overall productivity of the company. They also gain new tactics of overcoming challenges when they face them.

5. Improved Quality Of Services And Products:

Employees gain standard methods to use in their tasks. They are also able to maintain uniformity in the output they give. This results with a company that gives satisfying services or goods.

6. Reduced Cost:

Training and development results with optimal utilization of resources in a company or organisation. There is no wastage of resources, which may cause extra expenses. Accidents are also reduced during working. All the machines and resources are used economically, reducing expenditure reduction in supervision. The supervisor can depend on the employee's decision to give quality output. This relieves supervisors the Borden of constantly having to give directives on what should be done.

Conclusion:

Training and development programs play a vital role in every organization. These programs improve employee performance at workplace, it updates Employee knowledge and personal skill. With the use of these programs, it is

easier, for the management evaluate the job performance and accordingly take decisions like employee promotion, rewards, compensations, welfare facilities. etc.

These training program creates efficient and effective employee in the organisation. The major areas where employees are normally trained in an organisation are soft-skill Development, personality development, Interpersonal relationship, problem solving techniques. Training enables the employees to develop their skills within the organisation and hence naturally helps to increase the organization, market value. Training and Development programs improve the quality of work life by creating on employee supportive workplace.

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