

“Training and Development-Communicating the Importance for Better Employee Performance”

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ABSTRACT

This paper analyzes the impact of training and development on employee performance. Training and development are crucial elements for the growth of the organization as well as the employees of the organization. Training is the basic need to get to know about the job roles as well as it helps in managing the skill set of the employees while employing them for a particular task or responsibilities. Training programs are designed to enhance the motivation of the employees and the performance of the employees. Training helps the employees examine their core skills and navigate their potential for acquiring those skills.

This research paper explores the relationship between the employee's training and various kinds of activities that is needed to maintaining the overall performance of the employee in the organization. It analyses various training techniques and methodologies that help in examining the needs of its implementation in the organization.

This paper is based on examining the importance of employee development and growth for the overall achievement of the skillful workforce and gaining competitive advantage. The paper is based on the data collected through various educational institute websites, and journals etc. to know about what kind of training strategies it will adopt to enhance employee performance and provide promotional opportunity.

KEYWORDS

Training, Skillset, Competitive Advantage, Job Satisfaction, Employee Motivation.

In the present world due to dynamic change and increase in competition in business organizations, they tend to focus more on their human resource to remain in competition with the world. These training programs and activities not only enhance the minimum criteria to pursue but it's a strategic demand of the organization remain in competition. These training programs are to be made to enhance the employee performance, job skills, and attitude toward the job and thus help in increasing productivity.

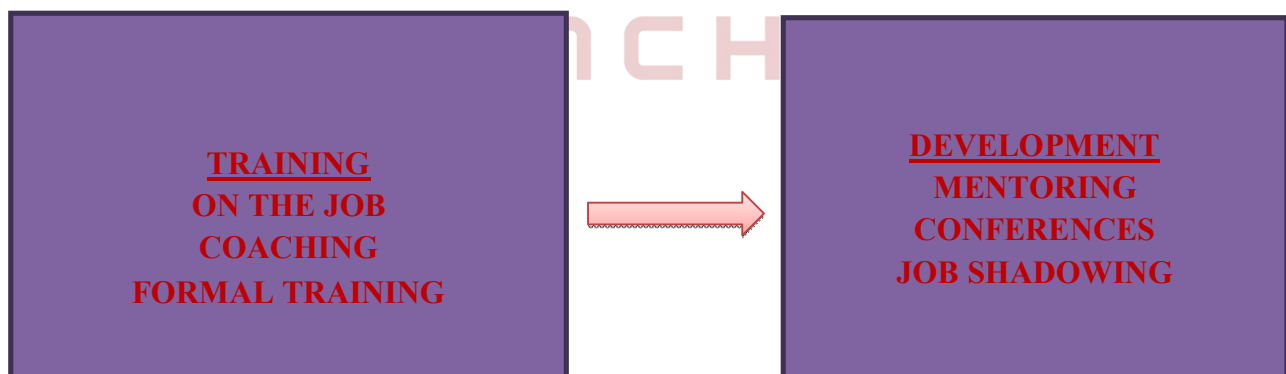
Training refers to the word “Train” which means to make, learn, or acquire new things. Training and development help the employee to acquire certain specific knowledge and skill set, that is required for a particular Job. It deals in the area of improving the overall efficiency of the

employees and making advancement in their career growth. Training is the short-term function as acquiring knowledge will take place for performing on the particular job, development is the long-term functions that lead to the growth to the growth of the individual and makes advancement in their career prospect.

Training and Development helps in-

- a) Boosting Confidence
- b) Inculcate learning
- c) Analyze Trends
- d) Enhance Performance
- e) Retaining the Talent
- f) Manage Risk
- g) Boost productivity

Training and Development helps in enhancing employee performance, Job satisfaction, career growth, Training and Development. Training and Development is the part of human resource management every organization should understand that it's their profit and beneficial to them to trained their present employees. So basically, training deals in acquiring new knowledge, skills and perception of positive attitude that helps in improving of the employee performance on job; it also helps employees and trained them to get success in their future.

**Training and Development Process**

Every organization to inculcate and formulate an effective way for implementing any training program, as employees are the assets to any organization and these designed training programs boost up enhanced skill set of the organization members. So before implementing any training program, it should be gone through the particular steps-

A) Assessment of the needs of the training program-

This is the very first steps that deal with getting knowledge and data regarding the particular department or as a whole this can be done through survey, interviews, observation etc. Afterwards, training and development goals should be identified and align it with organizational goals

B) Design and development of the training program-

Training program design should be developed according to the organizational needs and goals, these programs should be aligned with the given organizational goals. It is based on the learning outcomes; It consists of training methods, schedules, and training material with learning outcomes.

C) Implementation and delivery of Training Program-

This is the third step where a training program should be implemented in the organization context. Training programs should be implemented in various ways, it will be either classroom training, online training coaching, Training program designed to enhance employee engagement and employee productivity, be either in the form of classroom training, online training coaching, or mentoring. Training program designed to enhance employee engagement and employee productivity.

D) Evaluation of Training program Effectiveness-

In the training program the evaluation is the fourth steps, that helps in finding out that whether the training program that was implemented whether it is effective or not, it will be done through various assessment forms, metrics of the performance indicators it is also be seen that whether the training program is needed to improve or not.

E) Follow up-

Follow up is the necessary steps that help in knowing about the efficiency of the training on the regular basis, time to time monitoring and coaching should be taken place to maintain the efficiency of these programs.

Benefits of Systematic Training-

- a) Meeting the needs of the Manpower
- b) Learning time will be reduced
- c) Improved performance
- d) Reduction in wastage
- e) Employee benefits

Training and development activities helps in meeting the manpower need that is required for a particular field or skill set, these procedures will help in improving performance while eliminating those procedures and processes that are no longer serving in the efficiency of the workforce. Every Training program should be based on assessment metrics, where these metrics helps in finding out whether the training program should be relevant in terms of identifying whether the training program is effective or not. Employees get engaged into the training program for acquiring the necessary skills and to learn the new concept.

LITERATURE REVIEW

Pagey (1981) in this study states that most organization allocate very little amount for the training program. One of the reasons that was identified was the low return on investment. Also, in his study Pagey developed a rational and quantitative approach to measure the return on investment on training. According to him higher the return on investment on training more effective the training would be.

Viramani B.R (1984) in his articles pointed out the importance of evaluating and measuring management training and development. In spite of the growing need of systematic approach on the evaluation done. The study gives importance on the qualitative and quantitative approach for the evaluation based on the knowledge, skills and attitude. It also highlighted the identification of those factors that might influence learning.

Mc Evoy and Buller (1990) in their research identified five levels of issues in the training evaluation. The extent to which the training programme is an attempt to improve work performance, also pointed out those training programmes was not intended to improve performance in the traditional sense. It was also noted that the outcome of the programme was done by a structured measurement of performance after the programme. They also pointed out the limitation of the self-rating.

Sackett et al., (1993) states that the text book treatment of training evaluation only focuses on formal design as a mechanism for controlling threats and assumes the training intervention would produce the changes observed.

Webster and Martocchio (1993) in his study tried to link the task labelling and age of the employees. He in fact divided the entire training programme as play and work. In his paper he states that the young employees took the play programme much better than the old once and no significant difference was observed for the training programme labelled work.

OBJECTIVE OF THE STUDY

1. To analyze and examine the training programs on impact on the performance of the organization's employees.

2. To identify various factors that impacts the organization's training programs.
3. To know how development will provide growth opportunities for employees.
4. To identify programs on employee productivity and organization efficiency

RESEARCH METHODOLOGY

The current study attempts to explain the concepts of Training and Development programs of the organization that emphasize their importance for the growth of the organization as well as the productivity of the employees. Training and development programs are designed to maintain the efficiency of the employees and help in the enhancement of the skillset of the people; it helps in exemplifying the job roles and reducing role ambiguity. The nature of the research is conceptual and qualitative data-based, where data should be collected on a secondary basis through various journals, research papers, magazines, online portals newspapers, etc.

CONCLUSION

This paper concluded that Training and Development is the vital part of the organization growth and success, its deals with the human capital by which human always need to be flourished with their efficiency and adaptive skill sets they pursue not only help in identifying the job roles but also makes the job easy to perform. Due to vastly promotions for industrializations in the Modern era, every organization wants to be remained in the competition, Organization knows it very well that the workforce they employed need to be trained and equipped with modern technology, thus these programs are designed to be very efficient that makes the organization for effective utilization of their resources. So, these programs will provide the holistic growth of whole organization and its people, so communicating its importance is the need of the today present world scenario.

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