



# Training & Development

Session 3

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## Topics

- Importance of training
- Objective and scope of training
- Scope of training



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## Objectives

Following this presentation you should be able to complete the following objectives:

1. **Describe why training is important**
2. **Describe what is objective of training**
3. **Describe Scope of training**

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# Do Organizations Need Training

- The answer is “**YES**”
- However, we must know the **purpose** and **functions** of training before we can use it.



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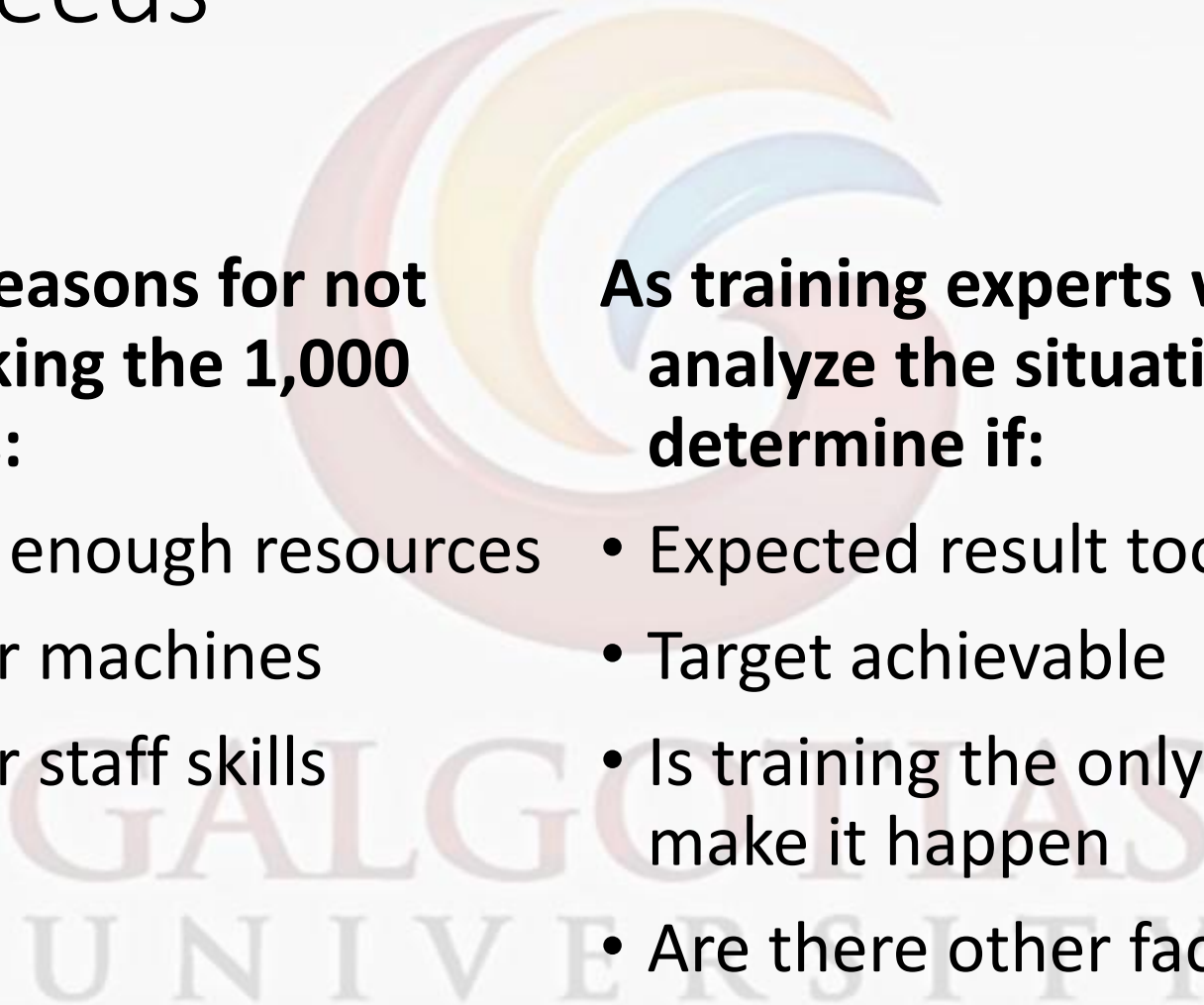
# Training Needs

**The reasons for not making the 1,000 cars:**

- Not enough resources
- Poor machines
- Poor staff skills

**As training experts we must analyze the situation to determine if:**

- Expected result too high
- Target achievable
- Is training the only way to make it happen
- Are there other factors.



# 3 Reasons to Consider Conducting an Internal Needs Analysis

1. Employee obsolescence/out-dated –
  - Technical advancements, cultural changes, new systems, computerization
2. Career plateaus
  - Need for education and training programs
3. Employee Turnover
  - Development plan for new employees

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## Importance of Training

- Maintains qualified products / services
- Achieves high service standards
- Provides information for new comers
- Refreshes memory of old employees
- Achieves learning about new things; technology, products / service delivery
- Reduces mistakes - minimizing costs
- Opportunity for staff to feedback / suggest improvements
- Improves communication & relationships - better teamwork

## *Purpose of Training*

- Increase Productivity
- Improve Quality
- Update employees' skills
- Help a Company fulfill its Future Personnel Needs
- Improve Organizational Climate
- Improve Health and safety
- Provide Competitive Advantage
- Increase Intellectual Capital





## Benefits of Training

- Most training is targeted to ensure trainees “learn” something they apply to their job.



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## Reasons for training in organizations

- Increased productivity and adherence to quality standards
- Increasing organizational stability and flexibility
- Reduced supervision and direction
- Economical use of resources & Heightened morale
- Increase in productivity & Better industrial relations
- Role & career flexibility & Reduced learning time
- Future manpower needs
- Reduced accidents at workplace
- Globalization & speed of change
- New appraisal techniques
- Reduction of errors & accidents
- Reduction of turnover and absenteeism

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## Objectives of training and development

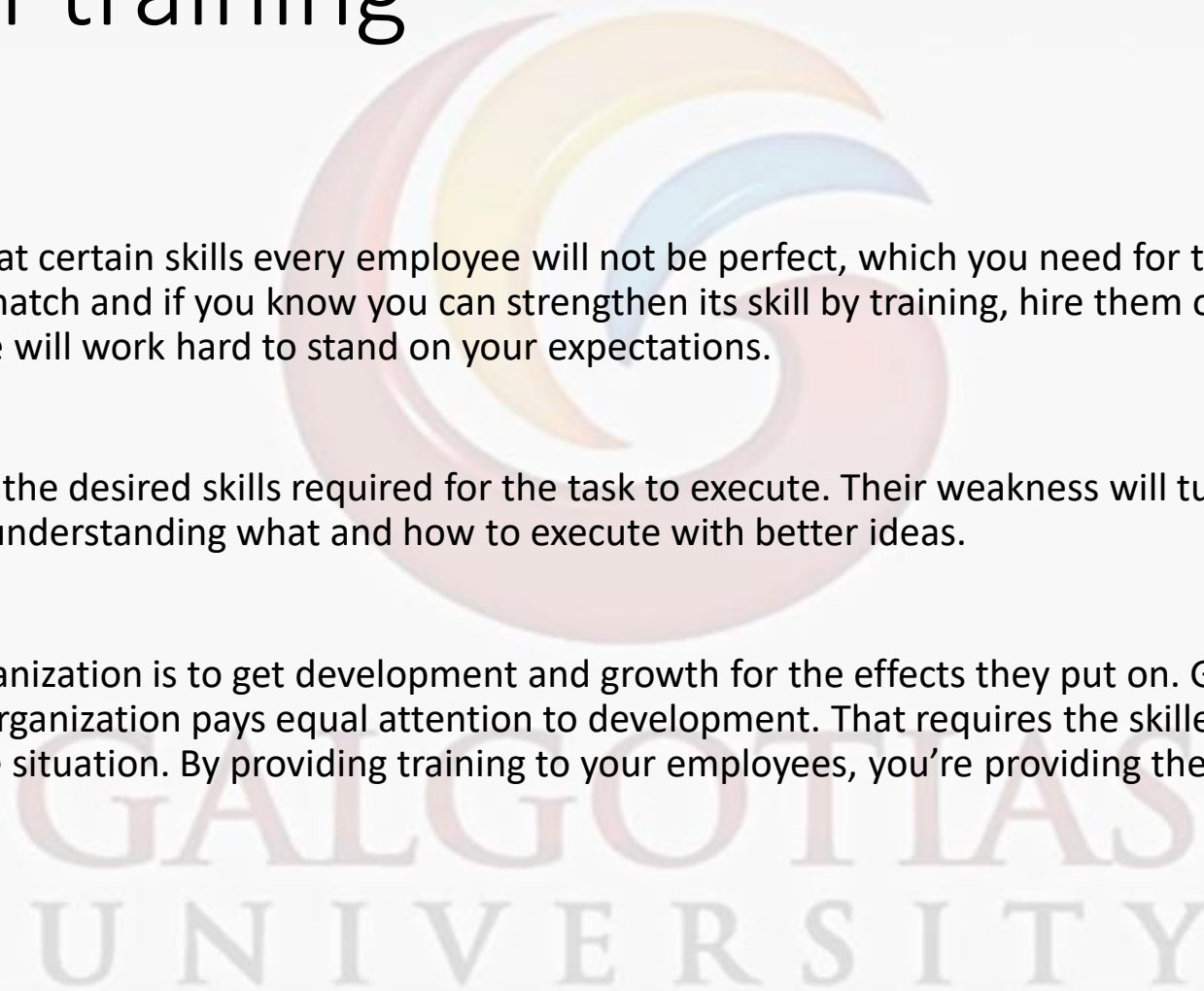
Every business looks for productivity, quality improvement, Industrial safety, reduction of turnover and learning time and ability to maintain an effective management team. These are the main objectives of any training and development program in an organization.

- To provide job-related knowledge to your staff.
- To provide skill, knowledge systematically
- To develop the productivity of the employees and the organization
- To maintain safety standards
- To improve equipment handling practices
- To develop the employees for advancement

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## Benefits of training

- **Addressing Weakness:**
  - Every employee is weak at certain skills every employee will not be perfect, which you need for the position. If the employee certain skills match and if you know you can strengthen its skill by training, hire them or assign tasks to them, definitely your employee will work hard to stand on your expectations.
- **Improving Performance:**
  - Once the employee gets the desired skills required for the task to execute. Their weakness will turn into their strengths and they get the better understanding what and how to execute with better ideas.
- **Fostering Growth:**
  - The main aim of any organization is to get development and growth for the effects they put on. Growth can be achieved if all the workforce of an organization pays equal attention to development. That requires the skilled and ambitious employees to handle the situation. By providing training to your employees, you're providing them the space to learn and grow.



## Benefits

- **Enhancing Satisfaction:**
- Employees feel confident in gaining skills. Training helps the employees to perform tasks easily and also they can innovate new strategies to execute the task. This builds some level of satisfaction in employees.
- **Reducing Turnover:**
- Initially, when you train your staff, it will cost you time and money. Once the employee gets skilled in their role they can provide you better revenue than before. It reduces the frustration level of both the employee and the employer. Expertise brings the quality of the work and development of the organization.

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