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Need of Training and Advancement for Organizational Improvement and Enhancement for Better Quality and Productivity

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Abstract :-

Training is the continue process and an act of increasing the skills and knowledge of an employee for performing a particular task or work in the organization. the main objective of training is to achieve a change in the behavior of the trainees. It can be viewed as a systematic planning process which has its organizational purpose to impart and provide learning experience which helps in achieving organizational goals and objectives through the help of employees and impart the essential capabilities and abilities in them. The training program should mould the attitude of worker toward other co-workers ,supervisor and the organization. it must also create in them a sense of responsibilities, interest in their job, and appreciation of enterprise's goals and policies. Effective and efficient training program lower the employees turn over, absenteeism, stress in the organization and helps in higher productivity, higher quality of work in low cost and improvement and enhancement in motivation and self confidence of employees to perform a specific task or work in the organization.

Keywords : Skills and knowledge enhancement, development of employees, effective and efficient training program, higher productivity, higher quality of work, of time

Introduction :-

Training is a major and a very crucial part in any organization and business entity. Training is the act of increasing knowledge, ability, skill, performance for doing particular job or task for an employee for a company. Its purpose is to achieve a change in the behavior of employees and train and enable them to do their job better with fully productivity in the minimum of time and cost. To give training and get training is very essential part of every organization. there are some objectives of training are as follows :-

Objective of training:-**1) To help and teach the employee new technology :-**

The main objective of training is to teach and help employees in learning new and continuously changing technology and teach the way of performing the job or operation. By the help of training all the employees in the organization, can be aware of new and existing technology.

2) To lower absenteeism and turn over of employees :-

The second objective of giving training to employees is to reduce the absenteeism and reduce turn over of employees. This is possible because when new employees join the new organization because of less performance skill and capabilities, he got demotivated to perform task or work, then he or she wants to leave and also the possibilities of turn over the job.

3) To increase job satisfaction :-

The another objective of giving training to the employees is to increase job satisfaction to the employees within the job. training always be the main aspect of job satisfaction to the employees because training improves the employee's self-esteem.

4) To assure economic output with desired quality :-

To assure economic output and getting assured output with desired and required quality is another and important objective of giving training to employee. Economic output and production of goods on desire quality is the soul of any company for getting success and compete with the competitors in the highly competitive market.

5) To adapt new employee in new changing environment :-

The another objective of giving training to new employee is to prepare and adapt new employee as well as old employees to meet the present as well as the future changing requirement of the job and organization. Training adapt new employees to the new and changing environment of company.

6) To make employees competitive and effective :-

The one more objective of giving training to employees is to bring about efficiency and effectiveness in an organization so that the organization may remain the competitive in highly competitive market environmental situation and for the achievement of organizational goals.

7) Build the bridge of existing and desired performance :-

The another and one more important objective of training is to build the bridge of existing and potential and desired performance of employees which is very important for an organization. if any organization do so then it is said to be effective and strong organization.

8) Build productive employees :-

The objective of giving training to employee is to make employee productive and best performer of the organization. better performance only can be achieved due to effective training to the employees.

Benefits of training:-**1) Cost reduction :-**

Cost reduction is the always been primary goal of any organization whether it is a small or large scale organization. training helps top level managers of an organization to reduce their cost of production by giving effective training to employees by which they can learn essential skills and abilities to perform the job or task correctly and effectively without making wastage. Reduction in wastage by employees helps in reduction of cost of the production of an organization.

2) Reduction of supervision :-

Training makes employees effective and perfect in their work or task in their organization. when an employee learn what ever expected to him at certain level of standard or quality then he needs less supervision of his superior officer or manager. so this an important benefit of giving training to employees.

3) Enhancement in productivity:-

giving training to employees, make them trained and skillful. It leads to enhancement in productivity of an organization. after getting effective training , the employees become knowledgeable about his work area, this makes them more productive on their part and for organization too.

4) Higher quality of work :-

Training ensures high quality of work. there are many kind of training such as; on the job training and off the job training, which develop the employees, internally and externally in the organization, effectively and enable to perform work with finishing that become

the cause of high quality performance of the employee in the organization. since high quality of work performance is the essential need of every individual organization whether these organizations belongs to tiny, small or large, so training plays a vital role to accomplish this desire of all these organizations.

5) Self growth and development of employees:-

Every employees wants self growth and development and for this his desire he works hard continuously whether he is in the organization or out side of organization he works for. There are so many certain areas where he get unsuccessful due to his weakness in his certain area. Giving training to employees, develop the employees over their weaknesses of their certain areas and gives self growth to them for their bright career in working the organization or out side the organization of the world.

6) High motivation:-

when an individual get enter or get placement in the organization, his self moral and confidence become low because of new corporate environment and new work and position which is given to him at new working environment, though he knows how to perform effectively in the organization, because he faced many tests and interviews before being placed to the new job, but every company or organization has its different work culture and working style. giving training to new employee create intrinsic motivation inside him which is very important for performing the job and adapt himself in new working environment.

7) Less learning:-

In the organization where the facility of training is given to the new and old employees for skill development and their self growth, all employees need less time to learn new task and job whether this type of job or task is new to them. this become possible because company or organization always updated them for every changing situation and environment with the time with the help of giving training to them by expert inside the organization. this facilitate them to learn less whether new changes come in the organization.

8) Improve customer satisfaction:-

Customer satisfaction is rely and depends on quality products which a individual company or organization offer to them for their needs. If a company offers high quality

products on less price, the satisfaction of customer improves with company or its products. This high quality products on low or chipper price can only be offered by company if it has well trained and high skilled employees. This type of need and desire of company of offering high quality product to customer for their satisfaction only be fulfilled by giving effective training to employees.

9) Development competencies in the employees :-

As now the era of high industrialization and throat cut competition, any individual company only could be survive if it is competent with the high competition. For this it is a higher need of having higher competent managers and employees.with the changing technologies and new environment, company has to train its employees to make them competent for the out side competition for survival and compete with the out side competition. Training plays a crucial and very important role in this situation to face the competition.

10) Helpful in preparation of future challenges:-

Since the future of any individual organization or company, is not certain. There are many threats and challenges are available in market situation to make barriers in the way of being successful and getting progress. skilled and disciplined and effective employees can become supportive to face this future challenges and threat. So need of training become very crucial and essential to fight with situation in modern industrialization and survival of a particular company or an organization.

Benefits of training to employees:-

1) Helps in learning new skills and abilities :-

Learning new skills and abilities are very important for new employees as well as old employees for their career in any organization. training helps in achieving this goal of employees to have and learn appropriate and new skills and abilities.

2) Improvement in self confidence :-

Since it has been proved that self confidence is truly related with the finishing and sharpness of individual skills and abilities. If a person or employee has less skill to perform a particular task or job, he will have less self confidence and he will always have a fear of not completing or doing it perfectly and always have the far of criticism of superior managers . bur when a employee learn the job or any work perfectly by getting

effective and appropriate training, the possibility of completing the job correctly and perfectly by him, enhanced. It leads to increase his self confidence.

3) Higher earning :-

Higher earning is always been desire of any employee, working with any organization. but it is largely associated with skill enhancement and improving capabilities of employees. High skilled and effective job performer employee get high salary and benefits from a company where as low skilled and low performer employee get low salary and benefits from company. In this way training plays a important and crucial role in earning higher salary and economical development of a individual employee. It shows the necessity of training for a particular or individual employee.

4) Helpful in adaptability with the organization :-

A employee is always new for the organization when he is recruited or placed in the organization for job. since he comes for different sectors and environment, the primary responsibility of a company to give a induction or orientation training to make him familiar and adaptable for existing or current organization. Thus this type of training e.g.; induction training or orientation training, helps him to adapt himself and adjust him with new atmosphere, new work or task of this new organization.

5) Helpful in getting promotion :-

with the help of getting training or giving training by organization to an employee, any individual can be promoted to higher level position because , the organization become confident that he can be performed well at that sort of position because the expert have trained him to perform the task at higher level. So training is more helpful for an organization to promote an employee at higher position.

6) Increase safety :-

Some of work or industries where work are highly unsafe to perform and needs high training to perform task or work. without proper training, doing or performing task causes accident. So for this job, training becomes mandatory for employees to perform the job by which they can get safety.

7) Increase job satisfaction and enthusiasm :-

Training helps to improve the job satisfaction and enthusiasm within the employee. He do not have to face criticism from his senior or superior manager so the employee get more

job satisfaction and perform the job with full of enthusiasm at work place or organization. They give better quality of work to the organization.

8) Better relationship with superior management :-

Since training plays a vital role in field of making relationship with superior managers as flow of work become possible without any incorrect or ineffective barriers of work . Employees perform and provide high quality of work to superior managers, that makes healthy and strong relationship with top level or superior managers with subordinates.

How to give training to new employees :

Before starting the training:- before starting the training some disciplines and measures which a trainer must remember and must keep ready as follows :-

a) Must prepare a time table:-

The trainer must make a time table to arrange all task and for time management. The time table is primary necessity of trainer to give training.

b) Break the training program in some steps:-

The trainer must know that trainee is new to the job, so he must break his training in several steps. That make easier for a trainee to learn new things and job.

c) Make everything ready on the time :-

The all right equipment, material must be ready on the training place. trainer must keep all these thing ready before starting training program.

d) Have and arrange work place properly:-

The training place must be arranged before starting training program because it gives impact on feeling of trainee to give his interest in training program and the work which making him learn.

On the time or process on the training:-

a) Make interested and prepare employee for training :-

The first responsibility of trainer in training program is to create interest in training to a employee and make him prepare.

b) Present the operation in front of employee :-

The second step in the training program is to present appropriate operation in front of trainee which he has to learn.

c) Help employee to understand and learn the work deeply :-

The third step in the training program is to ensure that trainee is learning and understand the work properly at deep level.

d) Measure and follow up regarding work :-

The last step in the training program is to measure and analyze the performance of trainee and give him opportunity to do and complete the work himself without having support of trainer.

Methods of training:-

1) On-the-job training method.

2) Off-the-job training method.

1) On the job training method :-

- a) Job rotation.
- b) Coaching.
- c) Job instruction.
- d) Internship.

2) off the job training :-

- a) Vestibule training.
- b) Lectures.
- c) Conferences.
- d) Role playing.

Suggestion:-

- 1) Training is a important process in the organization impart the knowledge and skills to employees that they need for an intelligent performance of their tasks or works. So this program must handle and organize time to time basis in the organization.
- 2) Training is an essential part in the organizational process without it employees gradually becomes less effective and less productive and less efficient.
- 3) An organization always wants to reduce absenteeism and labor turn over. training is the best arm to reduce employees turn over and absenteeism by giving self esteem to them.
- 4) New as well as old employees can be prepared for promotion with the help of effective and efficient training.

- 5) There are some important measure and disciplines which must be followed by the trainer to provide training to the trainee, mentioned above.
- 6) Training bridge the gap between the existing performance and potential performance.
- 7) The quality of output (product) only can be enhanced and improved by giving employees effective and efficient training.
- 8) The need and desire of an organization to lower the cost of wastes, be achieved by effective training program.
- 9) Effective training program improve and increase productive strength of employees in an organization.
- 10) Organization ensures maintenance of equipment and makes safe employees from causal accident by appropriate training program.
- 11) High earning of employees and self confidence of employees to perform a specific task or work effectively is only depends on giving them effective and efficient training by organization.

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