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Training necessary to increase Human Resource Performance.

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Introduction

Training is the most important technique of human resource development. As stated earlier, no organization can get a candidate who exactly matches with the job and the organizational requirements. Training system must be closely integrated with other human resource strategies in the organization if it operate most effectively. Human Resource Development is the integrated use of training, organization, and career development efforts to improve individual, group and organizational effectiveness. HR covers all the sections of training. Training is a specialized function and is one of the fundamental operative functions for human resources management. Academic and practitioner organizations likewise seek to engage and further the field of HR, as evidenced by several field-specific publications. HRD develops the key competencies that enable individuals in organizations to perform current and future jobs through planned learning activities.



Meaning of Training:

After an employee is selected, placed and introduced he or she must be provided with training facilities. Training is a short – term educational process and utilizing a systematic organized procedure by which employees learn technical knowledge and skills for definite purpose. Dale S. Beach define training is “The organized procedure by which people learn knowledge and skill for a definite purpose.”

HR is a product of the human relations movement of in 21th century, when researchers began documenting ways of creating business value through the strategic management of the workforce. The function was initially dominated by transactional work such as payroll and benefits administration, but due to globalization, company consolidation, technological advancement and further research, HR now focuses on strategic initiatives like mergers and acquisitions, talent management, succession planning, industrial and labour relations.

Objectives:

1. To know the benefits of training.
2. Find out the importance of training.

3. Increase capacity to adopt new technologies and methods
4. Increase innovative and best practices.

Research Methodology:

Data base for the present study both primary and secondary source data used. Primary data is collected from experience and observations. Secondary sources include books and various websites.

Stages of Training:

1. Assessment of training needs:

Training needs are identified on the basis of organizational analysis, Man analysis and job analysis. Training program, training methods and course content are to be planned on the basis of training needs.

2. Designing the training program:

After assessing the training needs, Organization has to design the program of raining that would meet the needs. The success of designing the training program depends on the accurate training needs assessment and designing the program based on needs.

3. Implementation:

After designing the training program the instructor has to implement the training program. Care should be taken in choosing training methods. This stage is the lot of important.

4. Evaluation:

After the implementation of training program it should be must to evaluate it.

Because of the specification of information necessary for evaluation should be determined at the planning stage.

Importance of Training:

1. **Optimum Utilization of Human Resources** – Training helps in optimizing the utilization of human resource that further helps the employee to achieve the organizational goals as well as their individual goals.
2. **Quality** – Training helps in improving upon the quality of work and work-life.
3. **Health and Safety** – Training helps in improving the health and safety of the organization.
4. **Morale** – Training helps in improving the morale of the work force.
5. **Image** – Training helps in creating a better corporate image.
6. **Healthy Work Environment** – Training helps in creating the healthy working environment. It helps to build good employee, relationship so that individual goals aligns with organizational goal.
7. **Development of skills of employees** – Training helps in increasing the job knowledge and skills of employees at each level. It helps to expand the

horizons of human intellect and an overall personality of the employees.

8. **Productivity** – Training helps in increasing the productivity of the employees that helps the organization further to achieve its long-term goal.
9. **Profitability** – Training leads to improved profitability and more positive attitudes towards profit orientation.
10. **Team spirit** – Training helps in inculcating the sense of team work, team spirit, and inter-team collaborations. It helps in inculcating the zeal to learn within the employees.

Benefits of Training:

1. Improving customer service, which leads to customer satisfaction
2. Improving an employee’s performance
3. Developing the group and team skills needed to achieve organizational goals
4. Decreasing employee turnover, which reduces down time
5. Motivating employees to achieve higher standards
6. Increasing overall efficiency
7. Preparing employees for promotional opportunities
8. Enhancing employee morale, motivation, and creativity
9. Giving employees the needed skills and knowledge to complete assigned jobs, duties and tasks
10. Enabling managers to reach unit goals and objectives

Types of Training to Provide

1. Orientation Training

These programs are designed to give new employees the basic knowledge, understanding, and skill needed for successful job performance. Programs include orientation and various job skills training such as computer usage, communication techniques, phone usage, etc.

Human Resource Management Services provides general orientation that is designed to give employees a general knowledge of state policies, procedures, and practices relating to the employment relationship. The individual agencies complete orientation by providing information on agency policy and job-specific instruction.

2. Remedial Training

This training is designed to correct observed deficiencies in employee knowledge, skill, and attitudes. Programs include stress reduction, time management, presentation skill building, assertiveness building, business writing,

hands-on experiences in word processing, computer software, etc.

3. Advanced Training

This training is designed to improve or upgrade individual job skills and knowledge. Programs include advanced computer training, decision making, employment laws, managing conflict, conducting performance evaluations, sensitivity training, supervisory responsibilities, resolving grievances, etc.

Findings:

1. It increases capacity of the work.
2. Trough the training improves skills.
3. It improves knowledge.
4. It should be necessary for most of the person.

Suggestions:

1. It should be follow by every organizations and institutes.
2. It should be need of life to adopt training by every person.

Conclusion:

Training refers to instruction provided for a current job. We can adopt knowledge from the training. Training is the important part of the life. Training never ends in the life. In every sector training is important for everyone. It creates capacity to take right decision and also it is the opportunity for self development with organizational development if you are working in any organization. Training improves the performance of job level as well as behavioral level and improves knowledge with skills. It develops the human resources for further right work. In every sector training useful for everyone it can be practically or theoretically.

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