

THE BASIC OF EMPLOYEE TRAINING AND DEVELOPMENT AND TRAINING METHODS TO INCREASE EMPLOYEE PRODUCTION.

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ABSTRACT--All organizations must control the major four resources: people, information, equipment and money. Investments in better tools and instruments may increase production or decrease waste. Information is strength; information about customers, products and prices are important to every business. Investments in training and development of employee can increase more productive or more efficient in their jobs, directly contributing to the outcome. Dale S. Beach defines training as 'the organized procedure by which people learn knowledge and/or skill for a definite purpose'. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by job and organization.

Keywords-- the basic of employee training and development and training methods to increase employee production

I. INTRODUCTION

Training and development is one of the official, ongoing endeavors that are made within organizations to improve the self-fulfillment and performance of their employees through a mixture of curriculums and educational methods. In the modern workplace, these endeavors have taken on a wide range of purposes, they range from increasing the specific job skills to long-term professional advancement. In modern years, training and development has grown as an official business function, an essential element of strategy, and an experienced profession with distinctive theories and methodologies. Many companies of all sizes and categories have adopted "continual learning" and other features of training and development as a means of increasing the highly skilled work force and promoting employee progress. The real fact is that the quality of employees and the continuous improvement of their skills and productivity through training, are now widely identified as essential factors in certifying the long-term success and profitability of every businesses. "Create a corporate culture that supports continual learning," advocated Charlene Marmer Solomon in Workforce. "Today Employees must gain access to continual training of all categories just to step up". If they don't actively walk against the force of skills deficiency, they lose support. If the workers do not possess proper training and development, the firm will lose the expertise competition."

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II. TRAINING AND DEVELOPMENT

The word training and development seems to be jointly used everywhere. But in reality, they both have different meaning. Training establishes a basic concept in human resource development. It is concerned with developing a particular skill to a required standard by coaching and practice. Training is a highly helpful tool that can transform an employee into a position where he/she can do their job effectively, accurately and diligently. Training is the act of expanding the skill and knowledge of an employee for doing a specific job. Whereas Organization development is an objective based methodology to systems change within an organization. Organization development enables organizations to construct and sustain a new desired state for the entire organization. Organization development can be achieved via either a change in communication process or supported by software applications. Employee behavioral patterns will enable organizational development experts to monitor and analyze situations and examine modifications, which may then apply to achieve effective organizational change. So, in order to maintain sustainability, organizations must see continuous employee training and development as invaluable. Training and development is very essential at all employee levels, due to the reason that skills erode and become obsolete over a period of time and has to be replenished

III. EMPLOYEE TRAINING

Training offers a major opportunity to increase the learning base for all employees, but many employers in the existing environment find improvement opportunities costly. Employees joining the training sessions also utilizes the work time that delays the accomplishment of projects. However, in spite of these possible disadvantages, training and development provides both the organizations and the individual together with benefits that achieve the cost and time a worthy investment. The return on investment from training and development of employees is as follows.

IV. IMPROVED EMPLOYEE PERFORMANCE

The employee who obtains the necessary training is able to perform effectively in their job. The training will give the employee a greater knowledge of their duties within their role, and in turn develop their confidence. This confidence will boost their overall performance, and this will only benefit the company.

V. IMPROVED EMPLOYEE SATISFACTION AND SELF-ESTEEM

When a company provides training to an employee, it means the company shows employees that they are valued. The training establishes a helpful workplace. Employees who feel respected and confronted throughout training opportunities may feel more satisfaction toward their jobs.

VI. TACKLING DRAWBACKS

Mostly all the employees will have some difficulties in their working skills. A training program will always allow them to improve those skills that each employee has to improve. A development program gets all employees

to a higher level, so they all have comparable skills and knowledge. This eradicates the weak links inside the company who trust strongly on others to complete the basic work tasks. Providing the necessary training builds an overall experienced staff with employees who can take over for one another when needed, work as teams or work individually without continual help and guidance from others.

VII. STABILITY

A healthy training and development curriculum make sure that employees have a consistent knowledge and environment skill. The stability is particularly applicable for the company's basic rules and techniques. All employees must be aware of the prospects and practices within the company. Enhanced proficiencies in processes results in monetary gain for the company.

VIII. ENHANCES COMPANY REPUTATION AND PROFILE

Getting a solid and effective training approach helps to develop the employer's brand and make the company a prime factor for graduates and mid-career transformations. Training also makes a company more pleasant to potential new recruits who seek to improve their skills and the opportunities associated with those new skills. Training can be of any nature relevant to the work or accountabilities of the individual and can be provided by any suitable technique.

The methods of training

While modern techniques are under constant growth, many common training methods have demonstrated exceedingly successful. Good constant knowledge and growth initiatives often include a mixture of several different methods that, melded together, and create one valuable training program.

Orientation training

Orientation is the basic training method of providing new employees with basic information about the company/employer. This training programs is used to ensure that the new employee has the basic skill and knowledge needed to perform the job adequately. Orientation training not only develops the rate at which employees are skilled to perform their jobs but also help employees fulfill their personal desires to understand they are part of the organization.

Lecture training

Lecture training is the most convenient and inexpensive method of training for an organization. It hardly requires the professional trainer and aids materials except the black board. Lecture method is a trainer controlled and information centered approach in which trainer works as a major source in classroom training. In this method, the only trainer does the talking and the employees are passive listens. This creates dreariness in the training session as the interaction between the trainer and employees occurs occasionally.

Case study training

The case study is a technique which provides illustrative situations which invigorate trainees to make decisions. The purpose of the case method is to make trainees use what they already know, build new ideas to handle a situation or provide a solution. The aim is more on the attitude the trainee uses other than on the solution. As a training technique, the case study method can be used to improve decision-making skills, heighten team spirit, improved communication and interactive skills and boost the critical skills of the employees.

Simulation training

Simulation training, or simulation-based training, includes the use of basic kit or computer software to prototype a real-world scenario. During simulation-based training, the employee is educated on how to perform specific tasks or activities in different real-world scenarios so they will be safer when the same scenario occurs. Simulation training usually involves intermingling with a technology.

Computer and audio-visual training

Computer-based training (CBT) is one course of training whose major method of training is a computer. A CBT program are also called as courseware may be provided via a software product installed to the computer, through a corporate or educational intranet, or over the Internet in the same way as Web-based training. Likewise, audio visual training is a cost-effective employee training program all the way through audio and video in most cases, an ultimate solution. If the budget is a limitation, there are a number of training video solutions available. It is typically a money saver to use a consulting firm for the creation of this audio-visual training. In the end of the training mostly there will be assessment to access the knowledge in it for which a digital certification is provided.

IX. TEAM BUILDING ACTIVITIES

Team building activities help the employees to develop trust among the work colleagues. Trust is a vital component to business, particularly when teamwork is essential daily to achieve targets and develop companies. Team Building Trainings are constructed to help improve social relations, define functions within the teams and improve the competency of a workforce team. Through team-building activities, employees will learn how to better communicate others because they probably will be given with activities that need to be completed as a group.

X. JOB ROTATION

Job rotation is a technique where employees rotate within jobs at the same business. Employees take over new tasks at a different job for a period of time before switching back to their original position. With a job rotation method, employees gain experience and skills by taking on new assignments. Job rotations are meant to encourage flexibility, employee commitment, and retaining.

XI. CONCLUSION

In the end, we all know that training and development programs are essential for an organization to develop the employee. Training and development eventually improve productivity of both employees and also the

organization. It has been said that the employee growth is the key to organizational sustainability. Organizations must have employees who are ready to quickly adapt to an anytime -changing global market. Companies need to invest in on-going employee training and expansion in order to both keep employees and be successful. The next century will be favorable to the organizations, which are able to learn faster and manage the changes than their opponents. Training enriches employee initiative and quality of work, thereby supporting them to be more dedicated in achieving the organizational objectives and goals and in turn developing employees' success inside the organization.

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