

HUMAN RESOURCE MANAGEMENT



BY

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TRAINING



TRAINING

- WHAT IS TRAINING
- DEFINITION OF TRAINING
- OBJECTIVE
- NEED FOR TRAINING
- METHODS OF TRAINING
- TRAINING VS DEVELOPMENT
- CONCLUSION

TRAINING MEANING

- Training is the process of imparting skill or job knowledge to a person.
- it is referred to as teaching specific skills and behaviour to employees for effective performance of their task.
- It is the process by which the employees are taught skills and given the necessary knowledge to carry out their responsibilities recording to the desired standards.

DEFINITION OF TRAINING

Training is the act of increasing the knowledge and skills of an employee for doing a particular job.

- Edwin B.Flippo

Objective of training

- To provide job related knowledge to the workers.
- To impart skills among the workers systematically so that they may learn quickly.
- To bring about change in the attitudes of the workers, supervisor and the organization.
- To improve the productivity of the workers and the organization.
- To reduce the number of accidents by providing safety training to the workers.
- To make the workers handle materials, machines and equipment efficiently and thus to check wastage of time and resources.
- To prepare workers for promotion to higher jobs by imparting them advanced skills.

Need for training

- Higher productivity
- Quality improvement.
- Reduction of learning time
- Industrial safety.
- Reduction of turnover and absenteeism
- Technology update
- Effective management.



Main methods of training

Training

Off-the-job

On-the-job

Induction

Demonstration

Strategy

Motivation

Flexibility

Experience Assessment

Internal

Empowerment

Coaching

External

Coaching Skills

Investment

Productivity

Methods of training

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graph TD; A[Methods of training] --> B[On-the-job training methods]; A --> C[Off-the-job training methods];
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On-the-job training methods

1. Job rotation
2. Coaching
3. Job instruction
4. Committee assignments
5. Internship training

Off-the-job training methods

1. Case study method
2. Incident method
3. Role play
4. In basket method
5. Business games
6. Grid training
7. Lectures
8. Simulation
9. Management education
10. Conferences

On the job training

❖ Job rotation

Job rotation is a management technique that assigns trainees to various job and department over a period of a few years.

❖ coaching

coaching is a process that is designed to assist motivated individuals in making changes to further their professional development . Human resources management offers coaching services to interested employees.

❖ Job instruction

This method is also know as training through step by step . under this method trainer explain the trainee the way of doing the job ,job knowledge and skills and allows him to do job.

❖ Apprenticeship

Apprenticeship is a formalized method of training curriculum program that combines classroom education with on the job work under close supervision.

OFF-THE-JOB TRAINING





OFF –THE JOB TRAINING

Case study

Case studies allows the application of theoretical concepts to be demonstrated thus bridging the gap between theory and practice, encourage active learning , provides a opportunity for the development of key skills such as communication, group working and problem solving and increases the trainees.

Management game

A development technique in which teams of managers compete by making computerized decisions regards realistic but simulated situations.

Role playing

A training technique in which trainees act out parts in a realistic management situations.

Role-play



Management games

- Lecture method

Lecture and conference are the traditional and direct method of instruction, Every training programme starts with lecture and conference. It's a verbal presentation for a large audience. However, the lectures have to be motivating and creating interest among trainees. The speaker must have considerable depth in the subject.



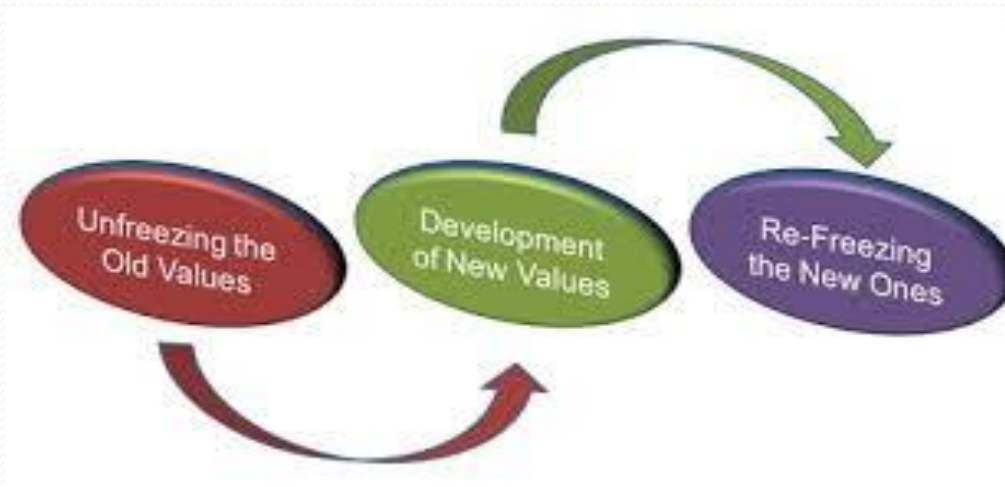
• Simulation

simulation is any artificial environment exactly similar to the actual situation There are four basic simulation techniques used for imparting training: management games , case study, role playing, and in- basket training..



- Sensitivity training

Sensitivity training is also known as laboratory or t-group training. This training is about making people understand about themselves and others reasonably, which is done by developing in them social sensitivity and behavioral flexibility.





HRM Issues and Practices

Training Versus Development



Training

- The process of providing employees with specific skills or helping them correct deficiencies in their performance.
 - **Current Job**
 - **Individual Employees**
 - **Immediate**
 - **Fix current skill deficit**
 - **May be seen as negative**

Development

- An effort to provide employees with the abilities the organization will need in the future.
 - **Current and future job**
 - **Work group and organization**
 - **Long term**
 - **Prepare for future work demands**

Conclusion

- ❖ Training and development programs are important for an organization to develop the employee.
- ❖ Different peoples different learning styles.
- ❖ Training and development improves efficiency and productivity of employees and lead the organization towards success.

*Thank
You*