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Programme: M.A.,HUMAN RESOURCE MANAGEMENT

Course Title : Human Resource Development

Course Code : 22HRM2CC9

Unit-III
Training Modules

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Meaning of Training

Definition: Training refers to the process of enhancing an individual's skills, knowledge, and abilities for their current role or future roles in an organization.

Objective: Improve performance, reduce mistakes, and increase productivity.

HRD: Human Resource Development focuses on improving employee performance and learning at the organizational level.

Steps in the Training Process

- 1.Needs Assessment:** Identifying skills gap and training requirements.
- 2.Setting Objectives:** Define clear, measurable goals.
- 3.Designing the Program:** Choosing the right methods and materials.
- 4.Implementation:** Delivering the training.
- 5.Evaluation:** Assessing the effectiveness and learning outcomes.

Types of Training

1. On-the-Job Training (OJT)

Training takes place while performing the actual job.

Examples: Job rotation, apprenticeship, coaching.

2. Off-the-Job Training

Training happens outside the regular work environment.

Examples: Workshops, lectures, case studies.

On-the-Job Training Methods

1.Coaching

- One-on-one interaction with a senior to provide guidance.

2.Apprenticeship

- Combination of learning and working under a skilled supervisor (common in trades).

3.Job Rotation

- Employees move between different roles to gain broader experience and skills.

4.Self-Improvement

- Self-directed learning, typically through books, online resources, or workshops.

Off-the-Job Training Methods

Definition: Training that takes place away from the actual work environment, often in a classroom or seminar setting.

Types of Off-the-Job Training:

1. Job Instruction

- Step-by-step method for teaching employees specific tasks.

2. Lecture

- Traditional classroom-style delivery of information.

3. Group Discussion

- Interactive learning through dialogue and exchange of ideas.

4. Conference

- In-depth, expert-led discussions focused on specific topics.

5. Role Playing

- Simulation of real-life situations for experiential learning.

Advantages of Off-the-Job Training

Focus on Learning: Free from work distractions.

Structured Content: Well-organized and planned programs.

Expert Training: Access to specialist instructors.

Simulation of Real Scenarios: Role-playing and case studies can enhance problem-solving skills.

Standardized: Ensures consistency across employees

Limitations of Off-the-Job Training

High Cost: External programs or materials can be expensive.

Time-Consuming: May take employees away from their regular duties.

Theoretical Knowledge: Lack of hands-on experience might reduce effectiveness.

Motivation Issues: Some employees may not engage fully in classroom-based learning

Developing Effective Training Programs

- 1.Needs Assessment:** Identify gaps in skills and knowledge.
- 2.Setting Clear Objectives:** Define what employees should know or be able to do after training.
- 3.Choosing the Right Method:** Align the training method with objectives (on-the-job vs off-the-job).
- 4.Resource Allocation:** Ensure availability of necessary resources (trainers, materials, time).
- 5.Feedback Mechanism:** Regular reviews and adjustments based on employee feedback.

Best Practices for Training Program Design

- Tailor to Learners' Needs:** Customize content and delivery for different employee groups.
- Blend Methods:** Use a combination of on-the-job and off-the-job training.
- Interactive Learning:** Encourage engagement through discussions, role-playing, and hands-on practice.
- Use Technology:** Leverage e-learning, simulations, and virtual platforms.
- Continuous Improvement:** Regularly assess training outcomes and make necessary adjustments.



Unlocking Potential: A Guide to Training Modules

This presentation explores the various aspects of training modules, including their meaning, steps, types, and benefits. We'll delve into both on-the-job and off-the-job training approaches, emphasizing their advantages, limitations, and the development of effective training programmes.

Types of Training Modules

Coaching

Providing individualized guidance and support to help employees develop skills and knowledge.

Apprenticeship

A structured program where employees learn practical skills under the guidance of experienced mentors.

Job Rotation

Exposing employees to different roles and departments to broaden their experience and perspectives.

Self-Improvement

Encouraging employees to take ownership of their learning and development through self-directed activities.



Off-the-Job Training

Meaning

Training that takes place outside of the regular work environment, providing employees with a dedicated learning experience.

Modules

Structured learning sessions covering specific topics, skills, or knowledge areas relevant to the organization's needs.

Types

Various methods like lectures, workshops, simulations, and online learning platforms are employed to deliver off-the-job training.

Types of Off-the-Job Training

Job Instruction

Providing step-by-step instructions for completing specific tasks.

Lecture

A traditional method where an instructor delivers information to a group of participants.

Group Discussion

Facilitating interactive discussions among participants to explore topics and share perspectives.

Conference

Bringing together professionals to share best practices, network, and discuss industry trends.

Role Playing

Simulating real-life scenarios to help employees practice skills and develop effective responses.

Case Studies

Analyzing real-world situations to apply theoretical concepts and develop problem-solving skills.

Vestibule/Simulated

Creating a simulated environment that replicates a real-work setting to practice skills before working independently.

Programmed Learning

Self-paced learning modules that allow employees to learn at their own pace and receive immediate feedback.

Computer-Based Training

Leveraging online platforms and software to deliver interactive and engaging training programs.

Advantages and Limitations of Off-the-Job Training

Advantages

Provides a dedicated space for learning, minimizes distractions, and allows for focused skill development.

Limitations

Can be expensive, may not directly address real-world challenges, and may not translate to practical application in the workplace.



Developing Effective Training Programmes



Needs Assessment

Identify skills gaps and training needs to ensure relevance and effectiveness.



Program Design

Structure the program based on learning objectives, content, delivery methods, and evaluation criteria.



Learning Resources

Select appropriate materials, instructors, and technology to facilitate learning.



Evaluation and Feedback

Continuously assess the effectiveness of the program and gather feedback for improvements.

Designing an HRD Programme

1

Strategic Alignment

Ensure training programs are aligned with organizational goals and business objectives.

2

Target Audience

Identify the specific employee groups or individuals who will benefit from the program.

3

Content Development

Develop engaging and relevant training content that meets the needs of the target audience.

4

Delivery Methods

Select appropriate delivery methods, including lectures, workshops, simulations, and online learning.

5

Evaluation and Measurement

Establish clear evaluation criteria to assess the effectiveness of the program and its impact.

Aligning Training Modules with Organisational Objectives

1

Company Goals

Ensure training modules are aligned with overall business objectives.

2

Performance Gaps

Identify areas where training can bridge skill gaps and enhance employee performance.

3

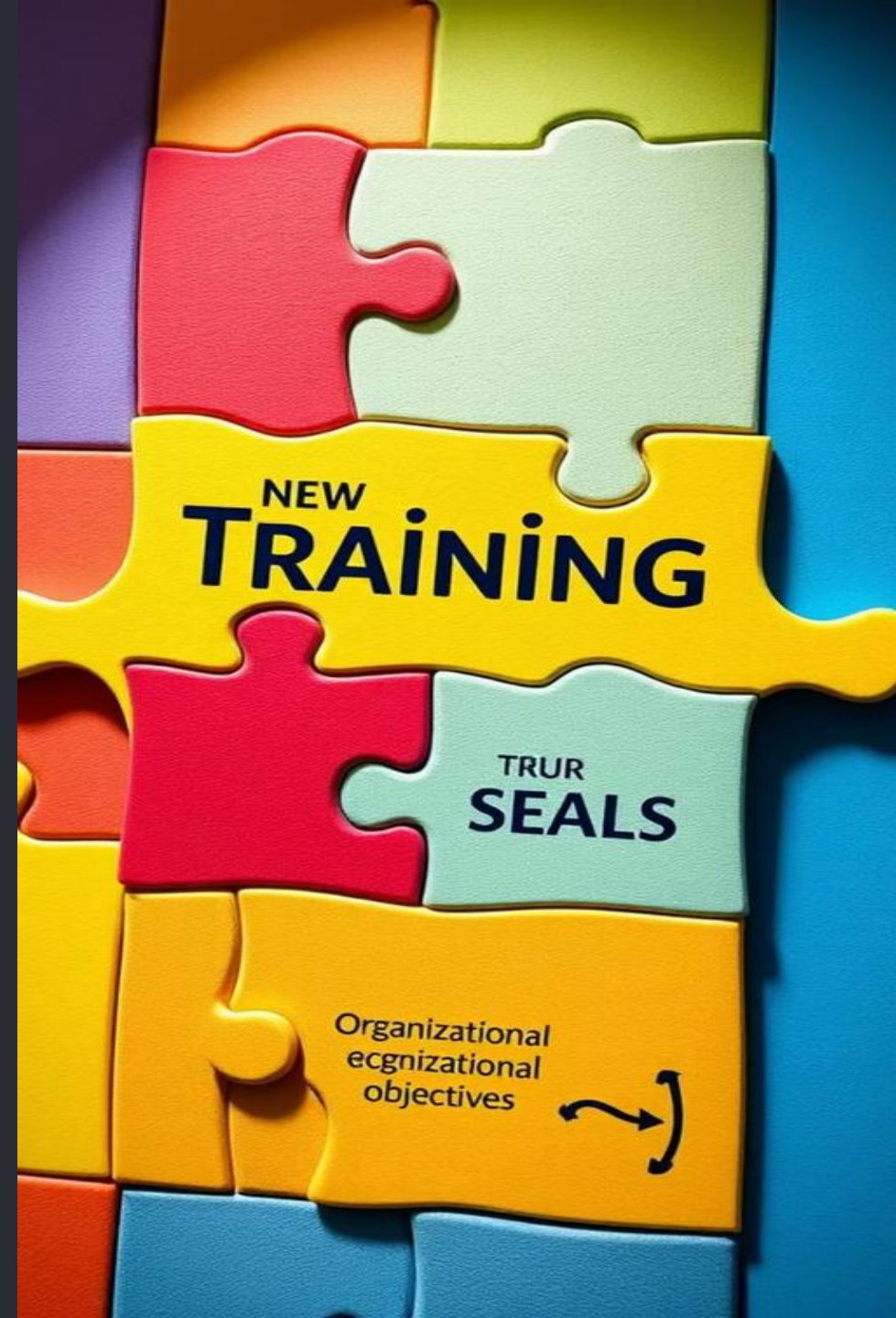
Training Programmes

Develop and implement targeted training modules that address specific needs.

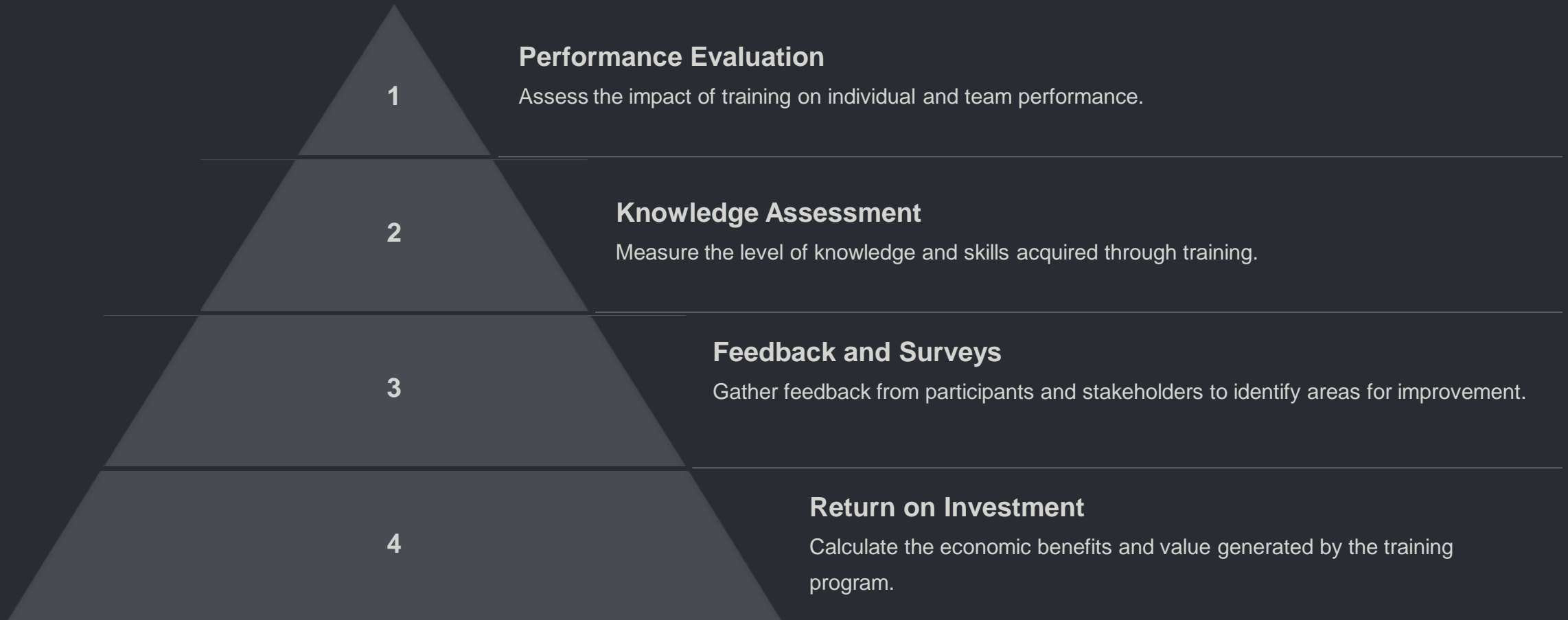
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Skill Enhancement

Measure the effectiveness of training programs in improving employee skills and knowledge.



Measuring the Effectiveness of Training Programmes



Continuous Improvement in Training and Development

1

Regular Review

Continuously evaluate training programs to identify areas for improvement.

2

Feedback Analysis

Analyze feedback from participants and stakeholders to refine program content and delivery.

3

Innovation and Adaptation

Explore new technologies and approaches to enhance learning experiences.

4

Data-Driven Decisions

Use data and analytics to track progress and make informed decisions about training programs.