



BHARATHIDASAN UNIVERSITY
Tiruchirappalli- 620024,
Tamil Nadu, India

Programme: M.A.,HUMAN RESOURCE MANAGEMENT

Course Title :TRAINING AND DEVELOPMENT

Course Code : 22HRM2CC10

UNIT - III
Training Methods

Dr. T. KUMUTHAVALLI
Associate Professor
Department of Lifelong Learning

Training Methods: A Comprehensive Guide

This presentation explores the world of training methods, examining both on-the-job and off-the-job approaches, highlighting their advantages and limitations. We will discuss the steps involved in developing effective training programmes and the key considerations for designing a successful HRD programme.



On-the-Job Training: A Hands-On Approach

Meaning

On-the-job training involves learning new skills by performing tasks in the actual work environment. It's a practical method that combines theory and practice.

Steps

It typically involves four steps: preparation, demonstration, performance, and follow-up. This structured approach ensures a thorough understanding of the task.



coach netting



apprentice



Types of On-the-Job Training

Coaching

Experienced employees provide guidance and support to trainees.

Apprenticeship

Trainees work under the supervision of a skilled expert for a specific duration.

Job Rotation

Trainees move between different departments or roles to gain exposure to various tasks.

Self-improvement

Trainees take ownership of their learning through resources and opportunities for self-directed growth.

Off-the-Job Training: A Structured Approach

Meaning

Off-the-job training involves learning in a simulated or controlled environment, outside of the actual workplace.

Types

This method offers a structured learning experience with various techniques to cater to different learning styles.

Common Off-the-Job Training Methods



Job Instruction

Structured training sessions involving detailed instructions and practical exercises.



Lecture

Informative presentations by experts to convey theoretical knowledge.



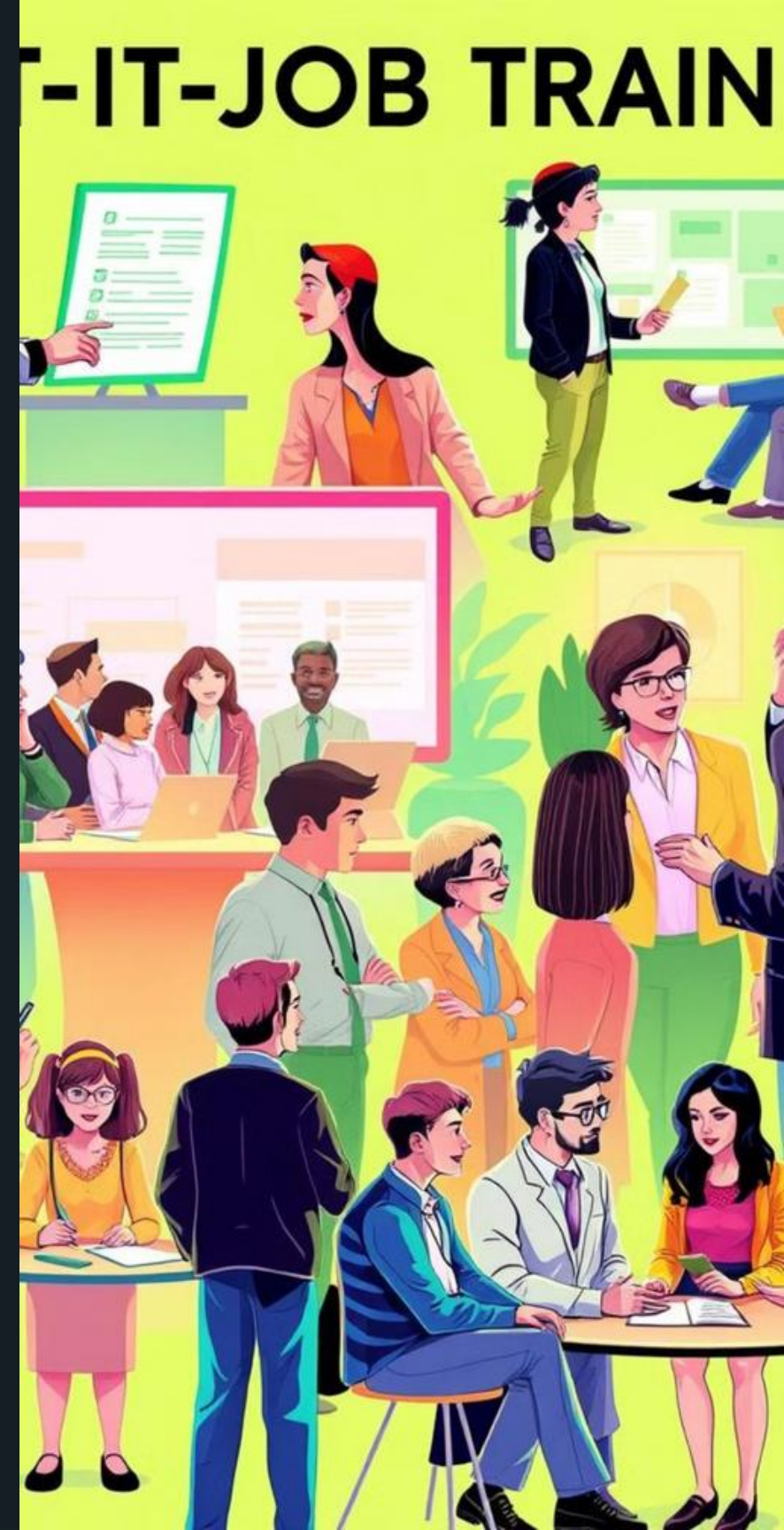
Group Discussion

Interactive sessions where participants share ideas and perspectives.



Conference

Formal gatherings with keynote speakers and panel discussions on specific topics.





Advanced Off-the-Job Training Methods



Vestibule/Simulated

Training using a realistic replica of the work environment to prepare trainees for real-world situations.



Programmed learning

Self-paced learning modules that provide instructions, practice, and feedback.



Computer based training

Interactive learning programs delivered through computers or online platforms.

Advantages and Limitations of Training Methods

On-the-Job

Advantages: practical, cost-effective, immediate application.

Limitations: inconsistent quality, potential disruption, limited theoretical knowledge.

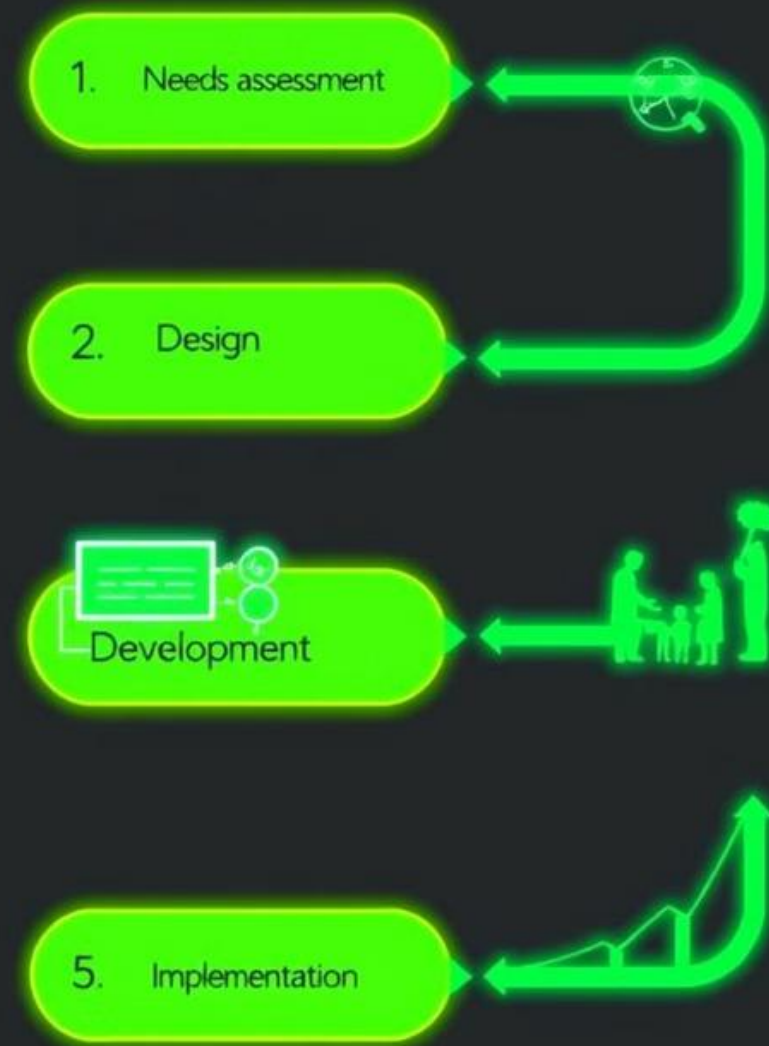
Off-the-Job

Advantages: structured, controlled, theoretical foundation.

Limitations: expensive, time-consuming, less practical application.

Developing Effective Training Programmes

- 1 Needs Assessment**
Identifying the training gaps and specific learning objectives.
- 2 Training Design**
Selecting appropriate training methods and developing curriculum.
- 3 Training Delivery**
Implementing the training program effectively using qualified trainers and resources.
- 4 Evaluation**
Assessing the effectiveness of the training program and making necessary adjustments.



Designing an HRD Programme: Key Considerations





Conclusion: The Power of Effective Training

Effective training programs are essential for individual and organizational growth. By choosing the right methods, developing a well-structured program, and evaluating its effectiveness, you can create a positive learning environment that empowers employees and drives success.

Off-the-Job Training: A Structured Approach

Meaning

Off-the-job training involves learning in a simulated or controlled environment, outside of the actual workplace.

Types

This method offers a structured learning experience with various techniques to cater to different learning styles.

On-the-Job Training: Learning by Doing

Meaning

On-the-job training is practical, hands-on learning where employees gain skills by performing tasks in their actual work environment.

Steps

It involves preparation, instruction, performance, and feedback, ensuring the employee understands the task and performs it correctly.

Types

Common on-the-job training methods include coaching, apprenticeship, job rotation, and self-improvement programs.



On-the-Job Training Methods: Deeper Dive

Coaching

A mentor provides guidance and support, helping employees develop their skills and knowledge.

Apprenticeship

A skilled worker trains a novice, passing on knowledge and techniques through hands-on experience.

Job Rotation

Employees gain experience in different roles by rotating through various departments or tasks, broadening their skillset.

Self-Improvement

Employees take the initiative to learn and grow, utilizing resources like online courses, books, or workshops.



Off-the-Job Training: Expanding Horizons

1

1. Meaning

Off-the-job training involves learning outside the actual work environment, using a range of techniques.

2

2. Types

Common off-the-job training methods include job instruction, lectures, group discussions, conferences, and simulations.

3

3. Benefits

It offers a structured environment for learning new skills, concepts, and theories, enhancing employee knowledge and expertise.



Common Off-the-Job Training Methods



Job Instruction

Structured, step-by-step training where the trainer provides instructions and the trainee follows them.



Lectures

Formal instruction delivered by an expert, covering specific topics or concepts in a systematic way.



Group Discussion

Interactive learning where participants share ideas, experiences, and insights, promoting collaboration and knowledge exchange.



Conferences

Gatherings where professionals in a particular field share knowledge, network, and learn about the latest trends.

More Off-the-Job Training Methods



Role Playing

Participants act out specific scenarios, developing critical thinking and problem-solving skills.



Case Studies

Real-world scenarios are analyzed, fostering analytical thinking and decision-making abilities.



Vestibule/Simulated

Training takes place in a controlled environment, using simulations to replicate real-world tasks.



Programmed Learning

Self-paced instruction where learners progress through modules at their own speed, receiving immediate feedback.



Computer-Based Training

Interactive, technology-driven learning using software programs, videos, and simulations.

Training Methods: Advantages and Limitations

Advantages

- Practical experience
- Skill development
- Cost-effective
- Flexibility
- Engaging and interactive

Limitations

- Time constraints
- Disruptions to workflow
- Potential for bias
- Limited theoretical knowledge
- Lack of standardized approach

Developing Effective Training Programs



Designing an HRD Program: A Holistic Approach

