



**BHARATHIDASAN UNIVERSITY**  
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**Programme: M.A.,HUMAN RESOURCE MANAGEMENT**

**Course Title :TRAINING AND DEVELOPMENT**

**Course Code : 22HRM2CC10**

**UNIT – I**  
**Introduction**

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# Meaning and Purpose

## Meaning

Orientation and socialization training is the process of familiarizing new employees with their job roles, company culture, and work environment.

## Purpose

The purpose is to help new hires adapt quickly, understand expectations, and become productive members of the team.



# Objectives

## Understanding

Ensure new hires comprehend their job responsibilities, company policies, and expectations.

## Integration

Foster a sense of belonging and connection within the team and company culture.

## Skills

Develop necessary skills and knowledge for successful job performance.

## Productivity

Contribute to faster onboarding and quicker achievement of desired performance levels.

# Types

## Orientation

Focuses on the administrative and operational aspects of the job and company.

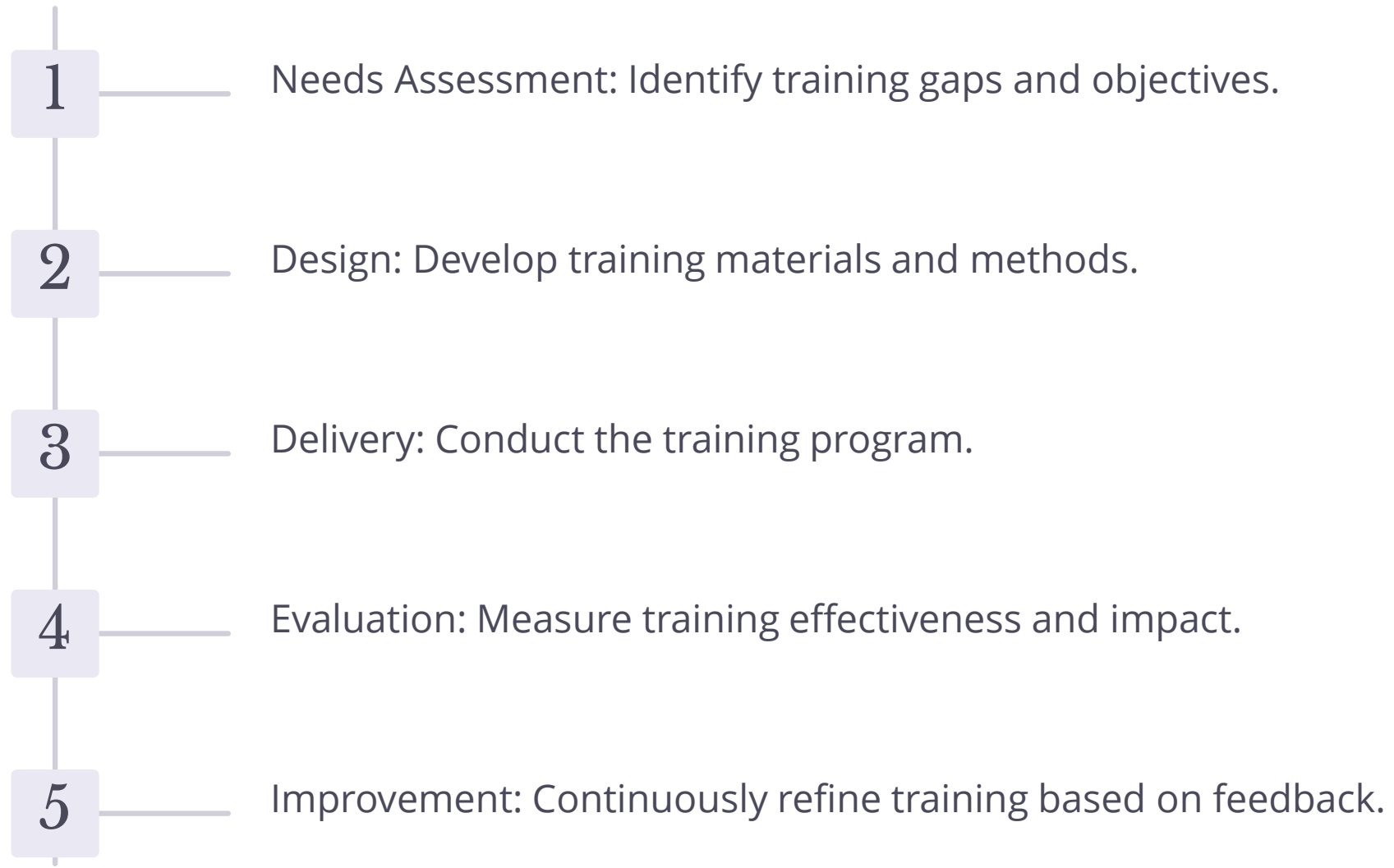
## Socialization

Emphasizes cultural adaptation and team integration, fostering a sense of belonging.

# Individual and Job Environment



# Process and Steps



# Training and Responsiveness

1

## Responsiveness

Training should be responsive to individual learning styles and the needs of the organization.

2

## Learning

Employees should be able to apply new knowledge and skills effectively in their roles.



# Costs, Benefits, and Computer Application

1

## Reduced Costs

Reduced errors, improved productivity, and lower employee turnover.

2

## Increased Benefits

Enhanced employee engagement, improved job satisfaction, and higher retention rates.

3

## Computer Application

Online training platforms, simulations, and interactive learning tools.







# Orientation and Socialization- Training

This presentation delves into the vital importance of orientation and socialization-training for new employees, exploring its various facets and the positive impact it can have on individual and organizational success.

# Meaning and Purpose of Orientation and Socialization-Training

Orientation and socialization-training is a structured process that welcomes new employees into an organization, introduces them to the company culture, and helps them acclimate to their roles.

It's designed to ease their transition, boost confidence, and foster a sense of belonging, ultimately contributing to their success and engagement.

# Objectives of Orientation and Socialization-Training

1

## Familiarization

Introduce new employees to the company's mission, values, policies, and procedures.

2

## Integration

Help employees connect with colleagues and build relationships within their team and department.

3

## Skill Enhancement

Provide training on essential skills, tools, and software necessary for their roles.

4

## Performance

Set clear expectations for performance, clarify roles, and foster a sense of accountability.





# Types of Orientation and Socialization-Training

## **Onboarding**

A comprehensive process that introduces new employees to the company and their specific roles.

## **Induction**

A shorter program focused on introducing new employees to the company's culture and policies.

## **Mentorship**

Pairing new employees with experienced staff for guidance and support.

## **Team Building**

Activities designed to foster teamwork and build camaraderie among new employees.

# Distinction from Development

## Orientation

Focuses on immediate acclimation and integration into the company.

## Development

Involves ongoing training and skill enhancement for career advancement.



# Fundamental Elements: The Individual and Job Environment



## Individual

Personality, skills, learning styles, and career aspirations are key considerations.



## Job Environment

Company culture, team dynamics, work processes, and available resources play a crucial role.

# Process and Steps of Orientation and Socialization-Training

- 1 Welcome and Introduction**  
Initial welcome, company overview, and introductions to key personnel.
- 2 Job-Specific Training**  
Training on tasks, responsibilities, tools, and software relevant to the role.
- 3 Culture Immersion**  
Exposure to company values, policies, and practices through workshops or shadowing.
- 4 Performance Evaluation**  
Initial performance feedback and goal setting for the new employee.



# Training and Responsiveness



1

## Active Listening

Facilitators and mentors should be attentive to questions and concerns.

2

## Clear Communication

Information should be presented in a clear, concise, and engaging manner.

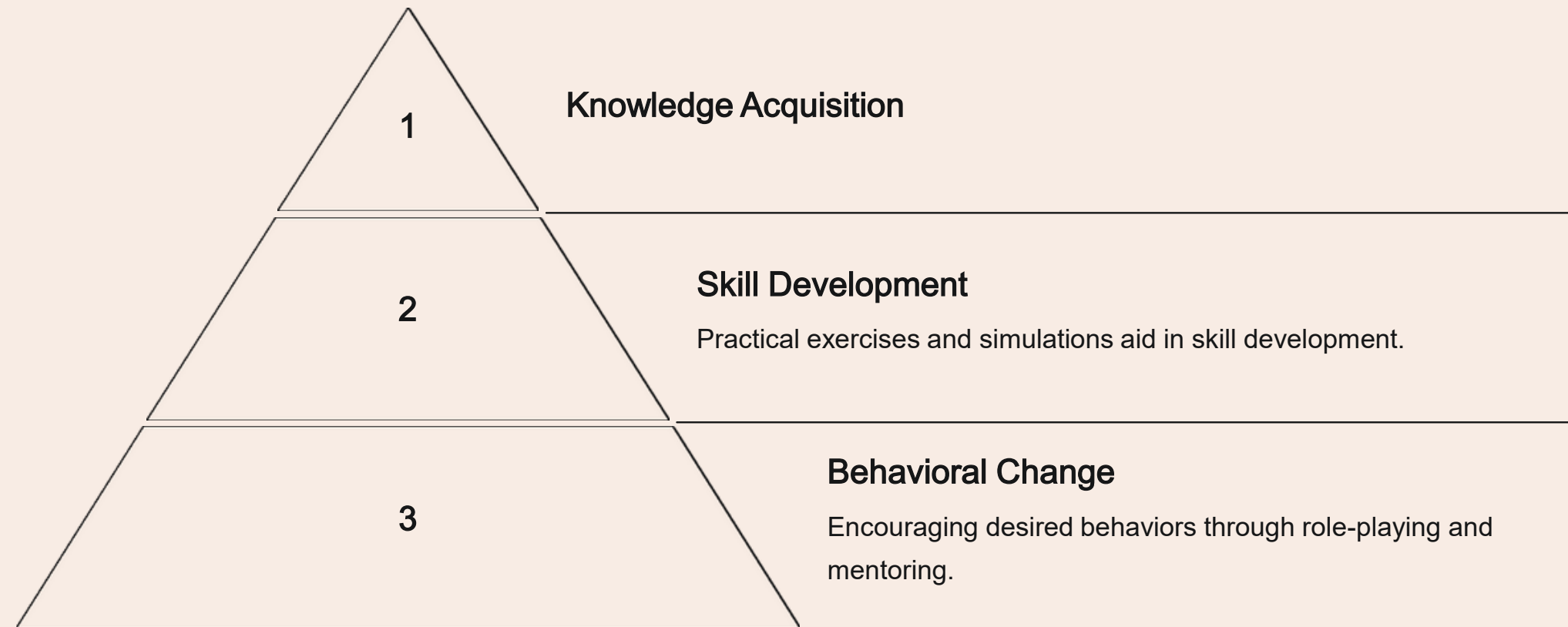
3

## Feedback Mechanisms

Regular feedback sessions help identify areas for improvement and address challenges.



# Training and Learning



# Distinction from Development

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# Application of Computers in Orientation and Socialization-Training

1

## Online Platforms

Interactive learning modules, virtual simulations, and online assessments.

2

## Video Conferencing

Remote onboarding sessions, virtual team meetings, and live Q&A sessions.

3

## Mobile Apps

Access to company resources, employee directories, and training materials.