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## Effectiveness of Employee Training and Development

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### ABSTRACT:

The purpose of this study is to determine the impact of training and development on organizational performance in order to figure out how the training and development (on-the-job training, off-the-job training) can give an impact on organizational performance. Findings reveal that overall training and development has a significant impact on employee's performance. It helps the organization in reducing employee turnover, increasing the productivity of employees, and contributing to higher financial returns for the organization. The study suggests that there is a need for improvisation in identifying the area where training needs have actually generated. It should be revised at a regular interval of time to enhance the training and development effectiveness on employees.

**Key words:** Employee Productivity, Employee Performance, Organizational goals.

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### REVIEW OF LITERATURE:

1. **Ganesh, Indradevi (2015).** The paper intends to review the literature on Training & development. It proposes to explore the importance & effectiveness of Training & development at a Private University. Training and development plays an important role in the effectiveness of organizations and to make experience people to do work effectively & effectively. It is said that training has implications for productivity, commitment to the work and personal development.
2. **Azizur Rahman, Alvy Riasat Malik (2021).** Training and development play significant role in achieving an organization's goals. Training and development enhances employees' morale and skills that also impact on their personal accomplishments. It is suggested that training and development and employees' performance is closely related and has substantial influence on achievement. This paper follows qualitative methods to study on the importance of the relationship between training and development and employees' performance and their contribution to the organizational demands and goals.
3. **Maimuna Muhammad Nda &Dr. Rashad Yazdani Fard (2013).** Training has become the buzz word in the dynamic competitive market environment. Capital differentiates a great organization from a good one. Organizations investing in effective training and development for human resource tend to achieve both short and long term benefits.
4. **Zahid Hussain Bhat (2013).** Training effects employee's job performance positively. Training is a motivational factor which enhances the knowledge of the employee towards the job by which employees become proficient in their jobs and they become able to give better results.

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### OBJECTIVES OF THE STUDY

- To study the methods used in training the employees.
- To analyze whether the quality of training and satisfaction of respondents.
- To analyze the employees are satisfied with their current training methods.
- To study the training programs on the basis of relevance, implementation and outcomes.

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### METHODOLOGY OF THE STUDY

Descriptive Research is adopted. The secondary information collected from specific sources. That includes the Articles, Thesis, Text-books and web site.

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### TRAINING

- Edwin B. Flippo Said, "Training is the act of increasing the knowledge and skills of an employee for doing a particular job."
- According to Garry Dessler, "Training is the process of teaching new employees the basic skills they need to perform their jobs."

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## TRAINING METHODS

- On –the- job training
- Off- the- job training

### ON- THE -JOB TRAINING:

On-the-job training is a form of training provided at the [workplace](#). During the course of this process a trainee is given a hands-on experience of tools, techniques, machinery, software, materials, or equipment.

This training is provided by the co-worker, training manager, or professional trainers. The motive of on-the-job training is to train the workers on a certain skill set, which they will use in day-to-day tasks.

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## ON- THE- JOB TRAINING METHODS

- Job rotation
- Coaching
- Job instructions
- Committee assignment
- Internship training

### Job rotation:

Job rotation involves regular movement of employee from one job profile to another in order to gain experience and knowledge. This method is useful to improve employees skill set and provide them overview of overall organizational working pattern. It also improves the relationship between employees working in different departments of the organization.

### Coaching:

This method includes assignment of mentor or supervisor to each employee who will train the employee, resolve their work related issues and provide feedback on their performance.

### Job instructions:

It is a systematic training in which the instructor explains each step of doing job to the employee, let them perform and correct them in the case of mistake.

### Committee assignments:

A group of employees are given a work related issue which they should solve by healthy discussion with each other. It is also a way to improve team work among employees.

### Internship training:

Generally theoretical and practical training is provided to the students of various colleges before they actually start their actual career in corporate world. Most of the time after completions of internship the company offers the student to join them as a employee.

### Off-the-Job Training:

The **Off-the-Job Training** is the training method wherein the workers/employees learn their job roles away from the actual work floor. Simply, off-the-job training comprises of a place specifically allotted for the training purpose that may be near to the actual workplace, where the workers are required to learn the skills and get well equipped with the tools and techniques that are to be used at the actual work floor.

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## OFF- THE- JOB TRAINING METHODS

- Case study method
- incident method
- Role play
- Business games
- Lectures
- Simulation
- Conferences

**Case study method:**

To impart critical and analytic thinking among employees a business problem is assigned to the employees. The employees can analyze the entire case and provide various possible solutions on the given situation.

**Incident method:**

A real situation is created in the term of incident and the group of employees is asked to make a decision on the given issue. The group discussion is a way to take a decision on the real-life situation.

**Role play:**

In a simulated situation the employees are asked to assume that they are playing role of an individual present in a problem. According to the assigned role the different participants interacts and try to resolve the problem.

**Business games:**

Here group of employees are asked to discuss the activities and functions of an imaginary organization. It helps to improve decision making and team work among employees.

**Lectures:**

For large number of employees attending the training, lecture method is very useful. An expert explains various job related concepts and principles to the employees through face to face lectures.

**Simulation:**

An imaginary situation act as a simulator to the employee and they have to take immediate action on the situation. It helps in development of strategic way of thinking on different aspect of organization.

**Conferences:**

A conference acts as a place where people working in the same field meet up and shares their unique ideas with each other. It is a best way to know about the latest updates in the industry.

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**Conclusion:**

Training and development are important to enhance employee performance, as it creates a highly skilled workforce and helps employees in their personal growth. This research was performed to examine the effectiveness of training and development on employee performance. The study revealed that there is a significant effect of training and development on employee performance, as training and development programs resulted in higher performance, productivity, and financial return for the organization.

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