

SUBJECT- HUMAN RESOURCE MANAGEMENT

- **CHAPTER NAME- TRAINING AND DEVELOPMENT**
- **SECTION- 2B, 2E**
- **SEMESTER- II**
- **TEACHER'S NAME- PUJA GUPTA**

TRAINING

- **MEANING:-** Training is a process by which the aptitudes, skills and abilities of employees to perform specific jobs are increased.
- **IMPORTANCE OR BENEFITS:-**
 - Economic
 - Greater productivity level
 - Attainment of business objective
 - Better co-ordination
 - Less prone of accidents
 - Fosters team spirit
 - Stay ahead of competitors
 - Skill and knowledge development
 - Job satisfaction
 - Rise in motivation level
 - Better prospect
 - Peace of mind due to job security.

METHODS OF TRAINING

ON- THE- JOB METHOD

- Job instruction
- Job rotation
- Coaching
- Apprenticeship training
- Internship training
- Committee assignments
- Vestibule training
- Project assignment

OFF- THE- JOB METHOD

- Lecture method
- Audio-visual method
- Case study
- Conference method
- Simulation exercise
- Role playing
- Management games
- Programmed learning
- Sensitivity training

ON-THE- JOB TRAINING METHOD

- **MEANING:-** It is a method of training where training is given by job instructors, while the employee is performing the job in the organization. It is a hands on method of learning the knowledge and skill of a particular job in the workplace.
- **METHODS:-**
 - **JOB INSTRUCTION METHOD:-** The trainee is placed with a machine or on a particular job. He gets instructions from his job instructor or how to perform his job.
 - **JOB ROTATION:-** Here the employees are given jobs in different department on a rotational basis. As he is exposed to various nature and types of jobs, the general knowledge base of the employee broadens.
 - **COACHING:-** The instructor or supervisor guides the trainee about the knowledge and skill of a particular job. The coach or the instructor takes an active role in guiding.
 - **APPRENTICESHIP TRAINING:-** This is a combination method of lectures along with practical work. The apprentice or the trainee is allowed to practice for a long period of time where he works with a senior skilled supervisor.

ON-THE-JOB-METHODS(CONTINUED)

- **INTERNSHIP TRAINING:-** This is a method of joint classroom training normally a technical institution takes the classroom teaching while the interns are sent to the factories or practical sessions.
- **COMMITTEE ASSIGNMENT:-** A committee is formed which consists of trainee workers. The trainees get an opportunity to share views relating to managerial decision making.
- **VESTIBULE TRAINING:-** A separate workplace is created where employees are trained. Machines and equipment are kept and trainers are appointed to train the employees.
- **PROJECT ASSIGNMENT:-** The trainees are put on work for a specialized function or project . They analyses the work and build up solutions.

OFF-THE-JOB METHOD

- **MEANING:-**It is a method of training where the trainees are imparted training in a separate place outside the workplace. They devote full time to learn the job.
- **METHODS:-**
 - **LECTURE METHOD:-** It is a verbal presentation of information , facts and figures to large number of trainees by an instructor .
 - **AUDIO- VISUAL METHOD:-** it involves the uses of technology in form of slides, Powerpoint presentations, video tapes and films etc.
 - **CASE STUDY:-** under this method of training, the actual experience of organization, problems faced by managers, etc. are taken and presented to the trainees to determine the problems, analyse them and develop solutions.
 - **CONFERENCE METHOD:-** This is a formal type of meeting where trainees share their ideas and problems faced at their workplace.

OFF-THE –JOB METHOD (CONTINUED)

- **ROLE PLAYING:-** in this method the participants are given specific roles and they have to act out situations under the guidance of a trainer, as if it were real.
- **MANAGEMENT GAMES:-** in this method the trainees are divided into groups and each group represent the management of some specific organizations. They compete each other over a given objectives.