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TRAINING AND DEVELOPMENT

MEANING

- Training is aimed at improving competency or skill of an employees to increase performance or productivity.
- It is gaining of knowledge, skill and competency as a result of guiding or teaching which increases work efficiency and improves productivity

Features of Training

- Training is a continuous and never-ending process.
- It is required at all levels in the hierarchy of an organization.
- It is a learning process that brings about a permanent change in the behaviour of employees.
- It is purposive in nature and considered a time bound activity.

Elements of Training

- Purpose – Expected should be known in advance to the employees.
- Place – It depends upon the nature of training, duration of training or the method, whether it is on-the-job-training or off-the-job-training.
- Time – It should be provided at the appropriate time so as to equip the employees to excel in actual work.

Need for Training

- Change in Technology
- Change in Customers Taste and Preference
- Increasing Productivity
- Improving Human Relations
- Ensuring Accuracy of Output
- Providing Better Management Techniques
- Matching Trainee's Skill with Organizational Needs.

Advantages of Training

- Improved job satisfaction and high morale among employees.
- Lesser Supervision
- Fewer accidents
- Scope for promotion
- Increased productivity
- Use of latest technology
- Training reduces cost of production

