

# A Study on Effects of Training in an Organization

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**Abstract-** In this modern or developing India the competition is increasing day by day so to achieve the target of organization it is necessary to provide the training to the employee because it helps in increase the morale and motivation of employees which is a boost up for organizing.

Training - training is a process by which a development is done in employee within specific field. The study context was based on hypothesis

## I. LITERATURE REVIEW

It means that every author have different choice and have different point of view regarding every thing so I have taken some writers point of view regarding training.

In the words of Dale S. Beach, "Training is the organised procedure by which people learn knowledge and Improve skill for a definite purpose."

It means that training is provided to the employees to increase their skills and make them perfect or experienced in different fields.

In the words of Michael J. Jucius, "Training is a process by which the aptitudes, skills and abilities of employees to perform specific jobs are increased."

It stands for that in training first of all the aptitude skills of the employees are checked and they will give training as per his skills and attitude knowledge.

According to Edwin B. Flippo, "Training is the act of increasing the knowledge and skill of an employee for doing a particular job."

It stands for that when an employee joined the organization he have little bit knowledge of the organization but when an employee joined by experienced or by giving them proper training their skills will increased.

In the words of Dale Yoder, "Training is the process by which manpower is filled for the particular job it has to perform."

It stands for that when training is provided to the employees their skills is developed and become experienced in the field so because of which the organization try too filled the uper post with them.

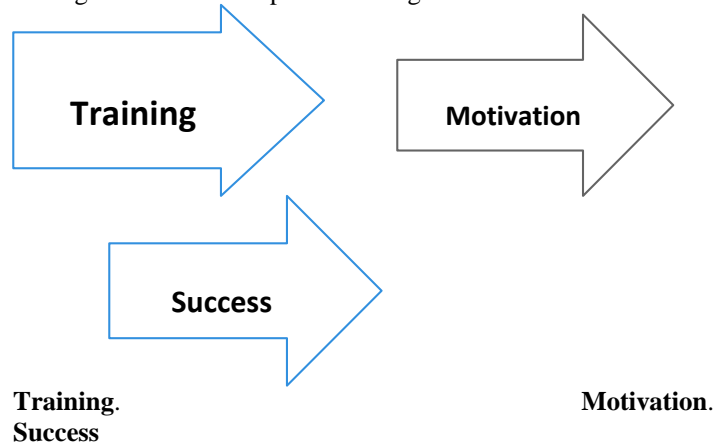
## II. INTRODUCTION

Every organization is established to earn profit and to earn a Goodwill in the market so that they can survive on this compitative world .In this changing world it's not easy to survive by completely depend on traditional technology .Technology is changing very fastly so without using it or came to knowledge of employees it's

difficult for them to use it and because of which it's difficult for an organization to survive in this compitative world . Training is basically done to improve the knowledge of the employees in which field they are working training only focus on a specific area of employees . Training is basically good for organizing as well as for the employees because when we provide training to employees they get motivate they think that organization is thinking for them and because of which they work hard and which is good for the organization.

## III. TRAINING AND MOTIVATION ARE CORELLATED

An organization is totally based on employee and customers so it's the duty of an organization to take care of them . Motivation means a process by which the morale of an employee is increase. So when we provide training to the employees their knowledge in that field is increase which create in their mind that organization is thinking for them and because of which their morale is increased which create in their mind that we should also have to do work hard for the organization and when the employees start working hard for the organization which is a positive sign for the organization and help in achieving success.



As shown in diagram that training and motivation are correlated and when we achieve the motivation of employees the success of the organization is automatically achieved.

## IV. TRAINING AND DEVELOPMENT

Training and development both are different training is a process which only focused on a specific field means it developed only those skills of the employees which is necessary for him too get promoted too next level but the development means an overall

increase in the efficiency of an employee it doesn't focus on a specific field it increase the overall skills of an employee

### Benefits of training

- A .It increase the morale and motivate the employees
- B. It focused on specific field of the employee
- C. It help in achieving success

### Benefits of development

- A .It helps in long term basis for employees
- B .It focus on overall increase the skills of employees
- C .It helps the employees outside the organization also
- .It also help when the employees shifts to the other organization



### IDENTIFICATION OF WHY TRAINING IS NEEDED ????????

Every work is done because of some reason behind it so there are many steps to check whether the training is needed for the organization or not.

#### 1. Set objective

- 2 . Set principals
- 3 evaluate the result
- 4 action

The above 4 steps define that how to identify that training is needed for the organization first of all we should set the objective for the organization after that we should set some principals too achieve it and after that we should evaluate whether we should achieve the target of the organization or not if we can't achieve the target it means that is needed for the organization .It doesn't totally based on the training sometime it based on the planing also what to achieve ,how to achieve and when to achieve we can't totally focused on training.

### Basis of training

It means that on what basis the training is given to the employees obviously the experienced employees need less training and new joining employees need the more.

#### A . To new employees

The training to new employee is given only just to introduce him to the organization or to make him clear all the rule and regulations of the organization whom he have to go ,how is subordinate and who is superior basically the simple objective of this training is to make him familiar to the organization.

Eg :orientation

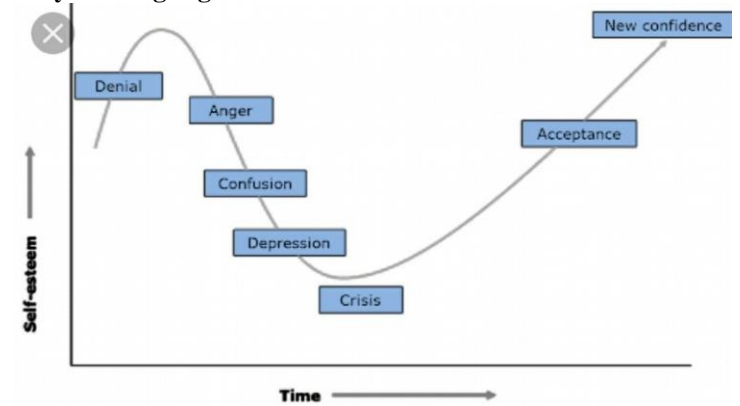
In this on first the employees are make to familiar about the organization,just shown who is subordinate ,where you have to work,how to work and so on

#### B. To Existing employees

The employees who is working in the organization clearly know what to do ,how to do but In this competitive world the technology is changing day by day and the rule and regulations of the organization is changing as per the Changing environment because the training is given too the employees so that employees become familiar to it

Eg: when there is changes in government policies the whole organization is disturb so because of which very thing is change so to make familiar to it training is given.

### Why training is given ?



#### A. Employees oppose to change

When the technology is change the employees came in to fear that their position will not be snatched from them because it's difficult for them to learn it that's why they oppose for it a trade Union is framed by them .

#### B. Employees left the organization

When something new technology came in the market everything got changed in the organization because of that they think that it's difficult for them to learn they think that think that they can no do that's why they left the organization.

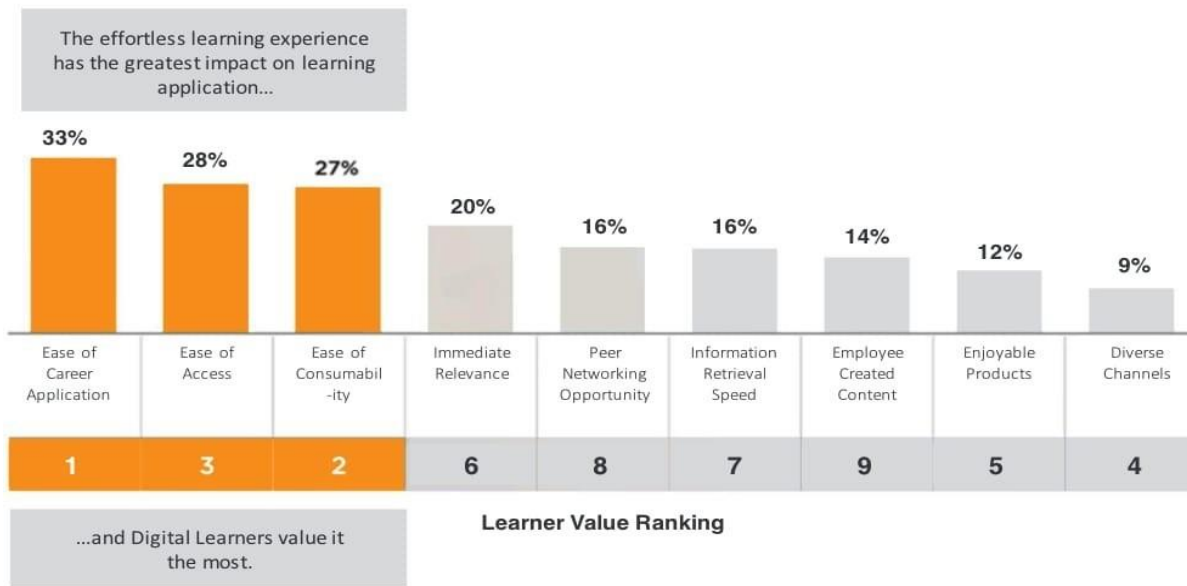
#### C. Morale decreases

When a new technology arrived employees get into fear how to use it because of that fear it's difficult for them to work and their morale decrease

#### D . Dedication toward work decrease

when something new come in the organization the employees is not familiar to it so without training is their dedication toward work decrease because they don't know what to do how to do ,when to do

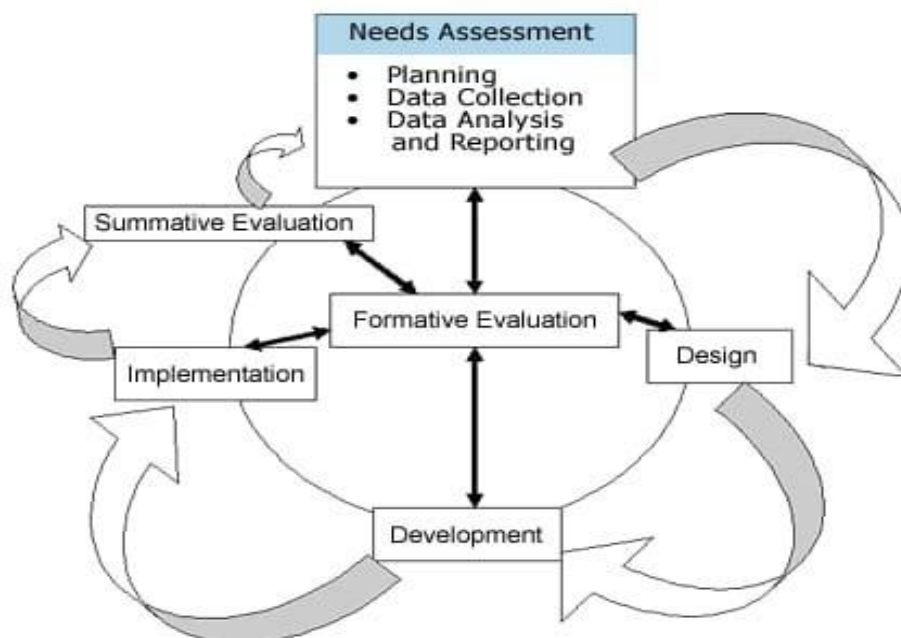
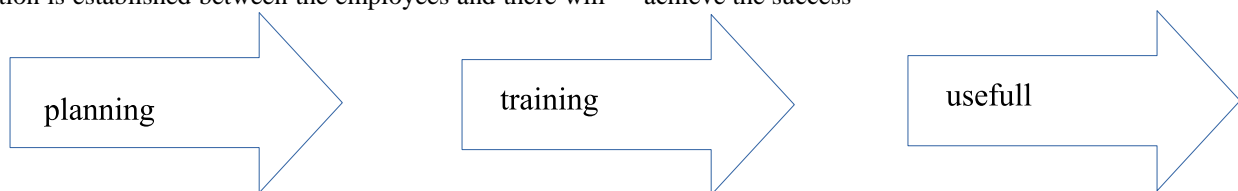
### Trends of learning in organization



#### Training is useless without planning

Planning is to achieve something and without planning we can't achieve something so training is given to employees because to make them clear about something new when a proper planning is done what to do, how to do, when to do then a proper coordination is established between the employees and there will

be no hustle and bustle because when we don't know why a training is given, whom to give it is useless for to make the training successful it is necessary that a proper planning is made **PLANNING IS KEY TO SUCCESS**. Planning provide direction to the organization which show a path at which you have to go and achieve the success



## **Types of training**

### **A .On the job training**

### **B.off the job training**

#### **1. ON THE JOB TRAINING**

In this type of training as the name suggest that the training is given during the job the person is trained while he is doing his work he will taught how the work is done and how to operate the machine .

Eg: IN an organization a superior is provided to the subordinate so that he will taught him what to do and how to do

#### **2 .Off the job training**

In this type of training the person or the employees are taken away from the job and he will trained there the person is taken to the skilled or well trained superior so that they will make them understand how the work is done .

Eg : seminar is done outside the organization in which many experienced people taught them how the organization work is to be done

## **SOME OTHER EXAMPLE OF TYPE OF TRAINING**

### **1.JOB ROTATION**

In this type of training the employees are work with the uper level employees so that they will become familiar to the work of the organization and if the employees of the uper level in the organization will not come in future because of some reason they will on leave therefore ,the lower level employees will handle the work easily .

Eg : this type of training is Generally given in banks when in the bank the uper level employees will not come than the lower level employees will easily handle the work .

### **2 COACHING**

This envlove that the more experienced employees were coach the lower level employees .this practice doesn't means that the experienced employees were out from the organization they will taught only because to make them understand the work.

### **3 . ORIENTATION**

In this type of training the newly joined employees were taken to a place on the first daya and make them familier about the rule and regulations of the organization , policies of the organization , relationship of employee and where they have to work .This type of training is mainly for the fresher employees.

### **4 Confress**

In this type of training a large unit of employees from all over the world were given an lecture from the experienceced or from the renowned person who have knowledge about that.

### **5.ROLE PLAYING**

In this type of training employees are allow to act out work scenarios .In this the employees were shifted to the other employees post so that it become familiar to it and in case some other employees will not came than the organization will not face any problem.

### **6 buddy system**

In this type of training the employees are given one old employee who taught them all the work and make familiar about the work for a specific period of time.

## **PROCESS OF TRAINING**

### **1 identification of training needs**

### **2.Setting objective of training 3.Defining polices**

### **4 Evaluating the results**

### **5. Action**

#### **1 . Identification of training needs**

In this steps first of all training needs are found out why we have to give training ,what problem the organization is faced ,in which department the training is given this all problem is studied out in this steps .

#### **2 SETTING OBJECTIVE OF TRAINING**

In this step the objective of training is set up what we will want to achieve in future by diving training to the employees because once the objective is set it the clear view for the organization which help in making the work easier.

#### **3. Defining policies**

In this step an policies is framed so that a proper training is given to the employees they will get a proper arrangements of platform where they get training.

#### **4.Evaluating the results**

In this steps the outcome of training is judged whether we get benefits of training or not .Is our efforts are successful or we need some more .

#### **5 Action**

In this step when every is checked we will focus on that area where we fails and find out the reasons why we will got fail and a proper action is taken on that for better future .

## **Importance of training**

### **A .Helps in achieving result faster**

It means that when give training to the employees the employees get motivated and they will work hard and help in achieving the result fatser

### **B.Increase morale**

When the employees are given training it is because of their benefits so because of that they think that organization show some concern regarding us so we have to work hard .

### **C.Motivate**

It means that when the employees are given training their skills are developing so because of which they will get motivated .

### **D.Decrease absenteeism rate**

It means that when the employees are given proper training they will get to know what to do and how to do so the fear in their mind will decrease and they will stop taking leave which is a position sign for the organization.

### **E.Increase skills of employees**

It means that when we give training to the employees they will get to know about new skills and their knowledge will get automatically enhance.

### **F.Decrease expensive**

When the employees are given proper training so the old employee will retain to the organization they feels like a family so because of which organization didn't need to recruit new employees which is very expensive process.

## **HOW TRAINING AFFECTS PRODCTIVITY ?**

There are two types of employees in the organization trained or not trained when the employees are well trained they will automatically get worked hard for the organization and because of which productive is increased therefore organization can achieved



his goals successfully but if the organization have untrained employees in the organization the whole organization will get disturb and at a point a situation came the organization have to wound up.

National Center on the Educational Quality of the Workforce conducted a study of more than 3,100 U.S. workplaces and found that on an average if there is an increase in workforce education by 10%, it will lead to increase in productivity by 8.6%.

**Training increase employees productivity**

**a).Employees get new skills**

When the training is given to the employees get to know what the organization want from them how organization is helping them when the employees get under training process they will get many new things from it which helps them in increase their skills.

**b). Employees get more confident**

When the employees get to know how to do the work and what to do because of which their work become easy and as they become comfortable with the work they get confident automatically therefore ,they will work confidently and according which is a good sign for organization.

**c).New employees get charged**

Training is the process which make the fill comfortable to the new employees if without training they will get to work they will be narvous and can't work hard so training helps them to fill confident and get motivated them.

**d)Helps in continuing the employees**

Due to the competitive world the technology changes day by day and it's very difficult to make a new recruitment of employees because the whole organization get disturb and when the training is given to the new employees they will automatically get skilled and the employees didn't have to quiet.

**e).REDUCES EMPLOYEES ABSENTEEISM RATE**

Training is the process which create a confident in employees mind which reduces the stress of the employees they will be happy to learn the new things from the organization they will get a friendly nature which reduces absenteeism rate.

**f )EMPLOYEES GET MOTIVATED**

It means that when the employees are given proper time to get taught or to make them Learn about the thinks which create in their mind that the organization is thinking for them and because of which they get motivated.

**V. METHODOLOGY**

When we do research it's not be possible by sitting at once we should some effort to find out the proper knowledge of the topic because I personally used questionnaire method of research.

**.Questionnaire**

In this I had made a questionnaire and asked many questions from the employees of the organization questions are given below

1. Which type of employees are working in the organization ?( In term of qualification)  
 A. Graduated                      B. Post graduated
2. Why type of employees are working in the organization ( In term of working)  
 A.full time worker.      B. Part time
3. Which type of training is given to employees?  
 A. On the job.      B.off the job
4. Is productivity of employees increase by training?  
 A.yes                      B.No
5. Employees are satisfied with this types of training ?  
 A. Yes                      B.No6. Is this is sufficient to motivate the employees? A. Yes.                      B.No
7. Whether Employees get benefits from this ?  
 A. Yes.                      B.No
8. How many Employees resist to change ?  
 A. Less than average      B. More than average
9. Is Training helps in achieving the target fast ?  
 A. Yes.                      B. No
10. Is employees skills get boost up from training?  
 A. Yes definitely  
 B. Some how  
 C. Not ,at all

**ANALYSIS**

In this method as I went there in the organization I personally observed many things ,as you know that for to know something about the organization it's necessary to gain some knowledge about them so personnel observation was the best because when I personally visit there I show many employees were happy but some are not at all interested and there is no coordination between the employees its possible to observe only when you visit there.It stands for that what I get to know after observing all the things personally and researching on it when a person do research on something it's not possible to represent all the information on the paper but somehow I represent some of the information as in the form of chart.

**Table 1. training program policies**

Education	No. Of employees	Types of training given
Graduated	25	On the job
Post graduated	15	Off the job

In this table it shows that how many employees were there and which types of training is given to them.

**Table 2 preference of training**

Employees type	No of employees	Prefrences
New employees	20	Less
Old employees	50	More

This tables shows that there are two types of employees in the organization and it's difficult to give equal preference to all so this show the preferences.

**Table 3.Effects of training**

<b>Objective</b>	Achieve fast	Upto 50% faster
<b>Result</b>	Increases	<b>10 times</b>
<b>Absenteeism rate</b>	Decrease	<b>40%</b>

This table show that how the training give changes to the organization before training it's difficult for organization to achieve the result but after training the organization get result fast.

**Table 4. performance of employees**

Performance	Results
Trained	Increase
Un trained	Decrease

In this table it shows that the performance of employees when the employees get trained and when they didn't get trained.

#### VI. CONCLUSION

As the title suggest that the training as a backbone of organization . Training is given when new employees joined the organization or when something new came in the market so training is the only process which helps in both the cases when someone came training is only help to make him familiar about the things and feel him comfortable in the organization . The employees are not the God they will automatically get to know how to operate the new machine obviously it's the duty of the expert to make the employees familiar about the technology. Training is best way to motivate and to get the results faster these are interrelated when we give training to the employees the employees feels that the organization is showing some concern

toward them which will charge them and motivate them and if the employees get motivated then they will automatically work hard for the organization which is a positive sign for the organization. In simply without training the organization is in danger and that's why I suggested the tittle training as a backbone of the organization.

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