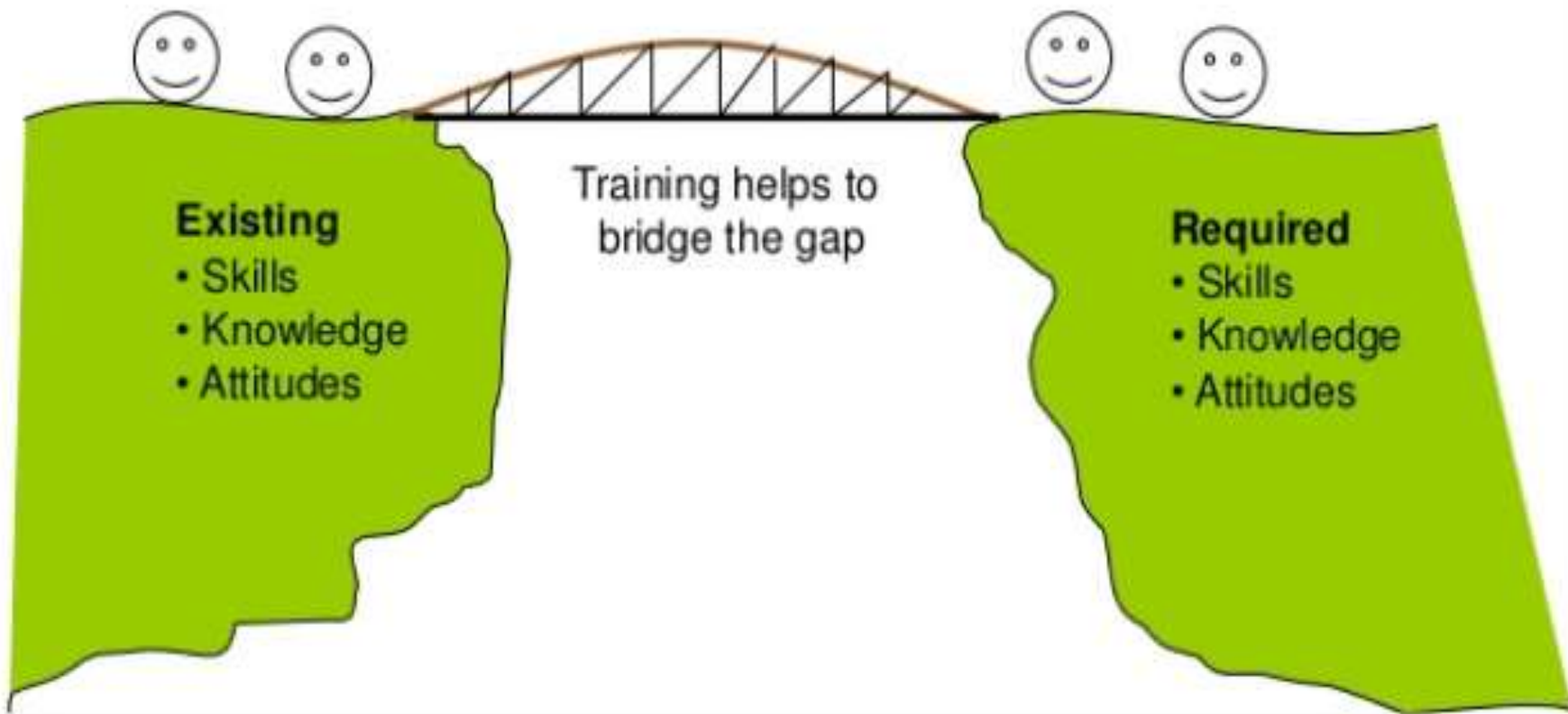


TRAINING AND DEVELOPMENT



Training?



Benefits of Training and Development

- **Enhancing Employee Morale:** Training facilitates the individual to get job security and job satisfaction. A satisfied employee has greater morale and will contribute to the firm's success and bring down employee absenteeism and turnover.



Benefits of Training and Development

- **Less Supervision:** When organizations are investing more in training and development, employees become more efficient. A well trained employee will know his job better and will need less of supervision. Thus, there will be less wastage of time and efforts.



- **Fewer Accidents:** When employees lack the right kind of skills and knowledge, they are liable to make mistakes. The more trained an employee is, the less are the chances of committing accidents in job and the more proficient the employee becomes.



Benefits of Training and Development

- **Promotion Opportunities:** Individuals acquire skills and efficiency during training process and become more eligible for promotion. When employees become proficient in what they are doing, they become an asset for the firm.



Benefits of Training and Development

- **Better Productivity-** Training improves efficiency and productivity of employees. Well trained employees show both quantity and quality performance. There is less wastage of time, money and resources if employees are properly trained.



TYPES OF TRAINING

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1. Induction or Orientation Training
2. Job Training
3. Safety Training
4. Promotional Training
5. Refresher Training
6. Remedial Training
7. Internship Training

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JOB TRAINING

- To increase the knowledge and skills of an employee for improving performance on the job.
- It may include
 - Informing about machine and its handling
 - Process of production
 - Methods to be used
- The purpose is to reduce accidents, waste, and inefficiency in performance

SAFETY TRAINING

- Training provided to minimize accidents and damage to the machinery
- It involves instruction in the use of safety devices and in safety consciousness.

PROMOTIONAL TRAINING

- It involves training of existing employees to enable them to perform higher level jobs.
- Employees with potential are selected and are given training before their promotion.

REFRESHER TRAINING

- Also called Retraining
- Purpose is to acquaint the existing employees with the latest methods of performing their jobs and improve their efficiency further i.e. to avoid personnel obsolescence
- It is essential because-
- To relearn
- To keep pace with the technological changes in the field
- When newly created jobs are given to existing employees

REMEDIAL TRAINING

- To overcome the shortcomings in the behavior and performance of old employees
- It may include unlearning certain inappropriate methods and techniques
- Should be conducted by Psychological experts

INTERNSHIP TRAINING

- Under this educational or vocational institutes enter in an arrangement with an industrial enterprise for providing practical knowledge to its students
- The organization providing the training may even absorb the candidates post training
- Eg Engineering and MBA students undergo such training

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PROF. SAKSHI
SHIVHARE

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