A STUDY ON TRAINING AND DEVELOPMENT PRACTICES

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1.   ABSTRACT

The Research project entitled 'A Study on Training and Development Practices' is to analyze the attitudes and opinions of the employees about the training services that the company provides. The data collected through the study was used to develop a comprehensive understanding of the company's training programs. The study was conducted in various sections of the company. It revealed that all the company's employees were provided with the training programs that were analyzed. However, it did not focus on the employee's specific category.

The design of the study is descriptive in nature, and it helps the researcher identify the various characteristics of a population. Convenience sampling was also used to select the sample units. Data collection methods were utilized, and both primary and secondary information were generated. The primary data was gathered through a questionnaire., While the secondary data was gathered from websites and company profiles. A sample of 80 employees was used to analyze the employee's satisfaction levels.

KEYWORDS: Employee Training, Employee Development, Employee Productivity.

2.   INTRODUCTION

Employee training and development are vital for personal and organizational growth. Fostering strong leadership and enhancing skills through continuous learning is key, especially in customer service. Valuing employees and maintaining a competitive edge is achieved through ongoing training, inspiring a skilled workforce that boosts efficiency. Empowered with knowledge and skills, employees excel in their roles, enhancing overall company productivity. Consistent methods ensure reliable performance, delivering excellent products/services while minimizing waste. As employees become confident and independent, managers can rely on their high-quality output, reducing the need for constant guidance.

3.   DEFINITION:

        According to Dale S. Shoreline, education is a structured process through which individuals acquire knowledge and/or skills for a specific purpose.

NEED OF THE STUDY:

☐   This study includes the various methods followed by the organization for training and development practices. And to know the effectiveness of the training and development practices.

SCOPE OF THE STUDY:

☐   The study focuses only on training and development practices

OBJECTIVES OF THE STUDY

☐   To study the Training and Development Practices
☐   To measure the effectiveness of Training and Development practices.
☐   To analyze the impact of Training and Development Practices on employee's career development.

RESEARCH METHODOLOGY:

SOURCE OF DATA: Data that is required for the study is collected from primary and secondary sources.
☐   Primary data: Data is Collected through a Structured Questionnaire.
☐   Secondary data: Data was collected from Company Website.

TOOLS AND TECHNIQUES:
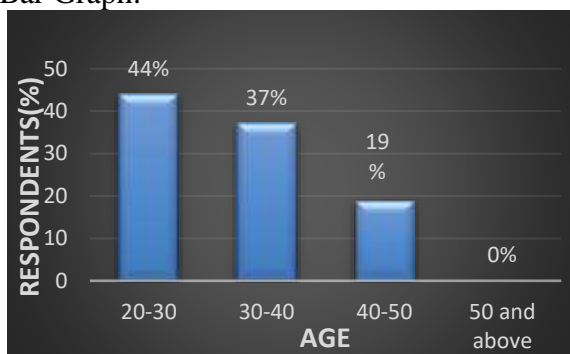☐   Charts
☐   Tables
☐   Graphs

LIMITATIONS:
☐   The study will rely on self-reported data from employees, which may be subject to bias.
☐   The sample size is 80, so the employee's opinion may not reflect the exact scenario.

DATA ANALYSIS
1.   Respondents Age

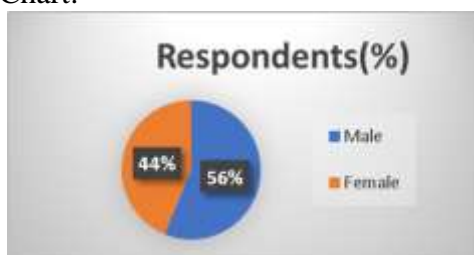| Age	No. of Respondents	Respondents (%)
20-30	35	44%
30-40	30	37%
40-50	15	19%
50 and above	0	0%
Total	**80**	**100%**

Bar Graph:

INTERPRETATION:
From the above table, 44% respondents are between the age group of 20-30. So, it is clearly stated that the age group of 20-30 years youngsters are working in the company. 37% of the respondents are between the age group of 30-40 and 19% of the respondents are between the age group of 40-50.

2.   Gender of Respondents

| Options	No. of Respondents	Respondents
Male	46	56%
Female	34	44%
Total	**80**	**100%**

Chart:

INTERPRETATION:

From the table, it is clearly expressed that 56% of the respondents are male workers and 44% of the respondents are female workers.

3.   Respondents Experience

| Attributes	No. of Respondents	Respondents
Less than 1 year	16	20%
1-5 year	38	48%
6-10 year	17	21%
More than 10 years	9	11%
Total	**80**	**100%**

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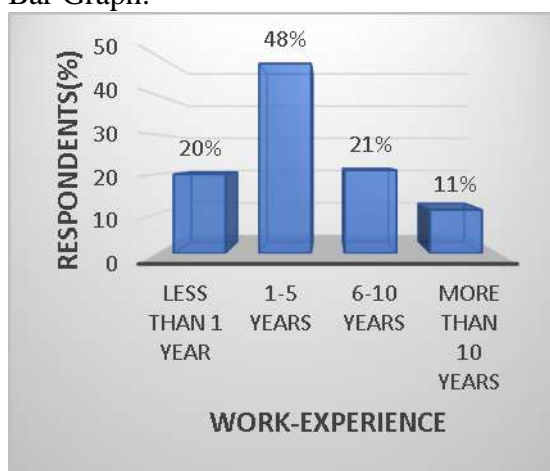
INTERPRETATION:

From the above table, 20% of the respondents are with the experience of less than 1 year. 48% of the respondents are with experience of 1-5 years. 21% of the respondents are with experience of 6-10 years and 11% of the respondents are with experience of more than 10 years.

4.   Training methods used by the management.

| Attributes	No. of Respondents	Respondents (%)
On-the-Job Method	29	36%
Off-the-Job Method	11	14%
E-Learning	32	40%
All the above	8	10%
Total	**80**	**100%**
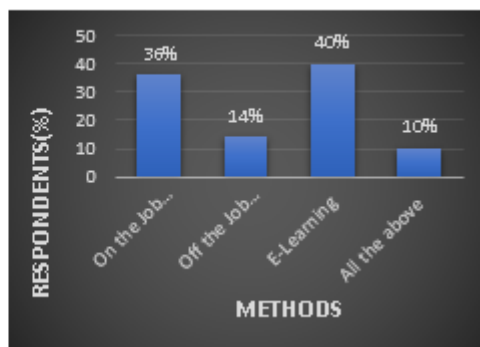
INTERPRETATION:

From the above table, it is concluded that 36% of employees said that On the Job Method is used, 14% of employees said that Off the Job Method is used, 40% of employees said that E-Learning is used and 10% of employees said that all the mentioned methods are used.

5.   Method of training that you prefer most.

Attributes	No. of Respondents	Respondents
Classroom Training	75	94%

|		
E-Learning	78	97%
Group Discussions	30	40%
Coaching	20	25%

Bar Graph
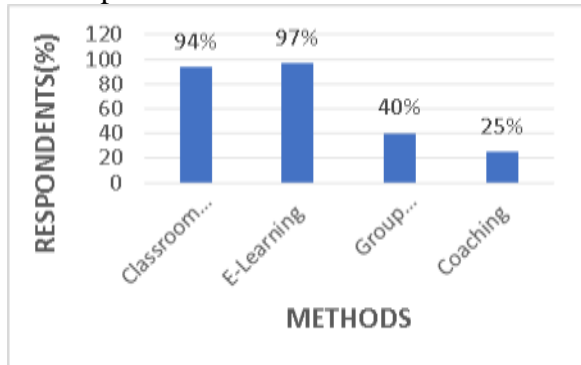
INTERPRETATION:

From the above table, 94% of the respondents had selected classroom training as the most preferred training method, 97% of the respondents had selected E-Learning as the most preferred method, 40% of the respondents had selected Group Discussions as the most preferred method and 25% of the respondents had selected Coaching as the most preferred.

6.   It is easy to navigate the training programs provided by the company.

| Attributes	No. of Respondents	Respondents
Very easy	4	5%
Somewhat easy	51	64%
Neutral	20	25%
Somewhat difficult	5	6%
Very difficult	0	0%
Total	**80**	**100%**

Bar Graph:
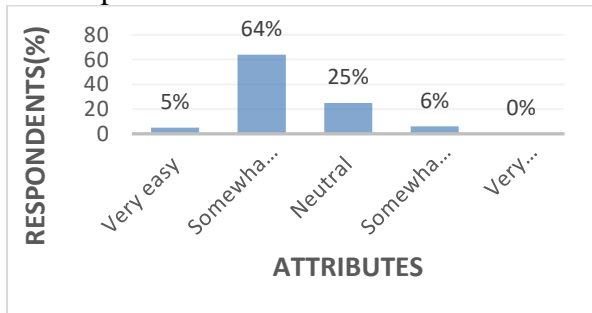
INTERPRETATION:

From the above table, 5% of the respondents said that it is very easy, 64% of the respondents said that somewhat easy, 25% of the respondents said that neutral, and 6% of the respondents said that it is very difficult to navigate the training programs provided by the company.

7.   Ratings on delivery of training by the trainers.

Attributes	No. of Respondents	Respondents (%)
1-(Worst)	0	0%
2-(Poor)	0	0%

|		
3-(Neutral)	0	0%
4-(Good)	21	26%
5-(Best)	59	74%
Total	**80**	**100**

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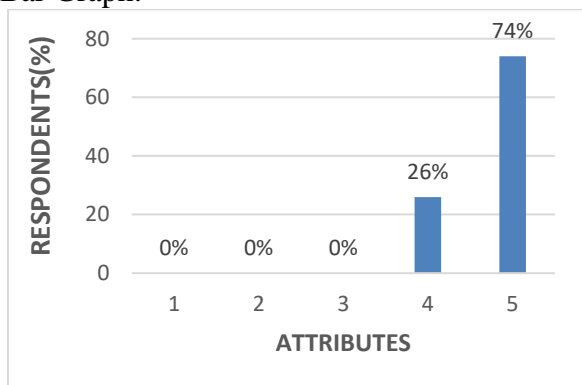
INTERPRETATION:

From the above table, 74% of the respondents had given a rating as 5, and 26% of the respondents had given a rating of 4 for the delivery of the training by the trainers.

8.   Satisfaction with the overall quality of the training programs.

| Attributes	No. of Respondents	Respondents (%)
Very satisfied	26	32%
Satisfied	47	59%
Neutral	7	9%
Dissatisfied	0	0%
Very dissatisfied	0	0%
Total	**80**	**100%**

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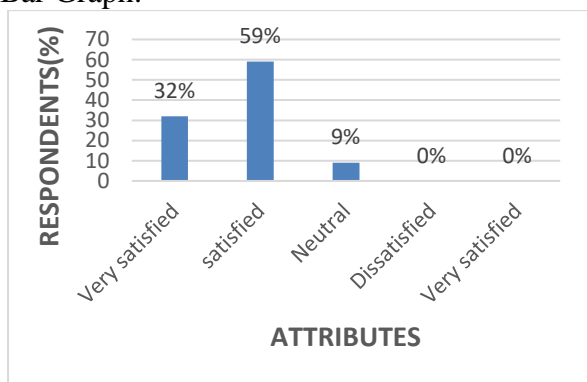
INTERPRETATION:

From the above table, it is concluded that 32% of the respondents are very satisfied, 59% of the respondents are satisfied and 9% of the respondents are neutral about the overall quality of the training programs which are provided in the organisation.

9.   Training programs help you to develop your career.

| Attributes	No. of Respondents	Respondents
Strongly agree	45	56%
Agree	26	33%
Neutral	9	11%
Disagree	0	0%
Strongly disagree	0	0%
Total	**80**	**100%**

Bar Graph:
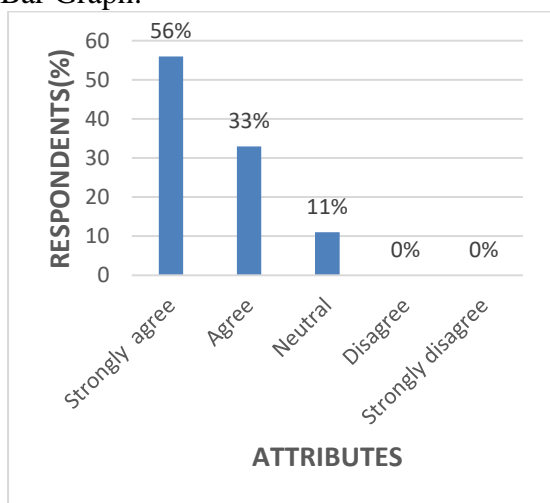
INTERPRETATION:

From the above table, 56% of the respondents are strongly agreed, 33% of the respondents are agreed, 11% of the respondents are neutral towards the training programs which helped them to develop career.

10.   Training and development practices impact your career.

| Attributes	No. of Respondents	Respondents (%)
Helped me to prepare for a new role or promotion	32	42%
Had little impact on my career	48	58%
Negative impact on my career	0	0%
Did not receive training or development opportunities	0	0%
Total	**80**	**100%**

Bar Graph:
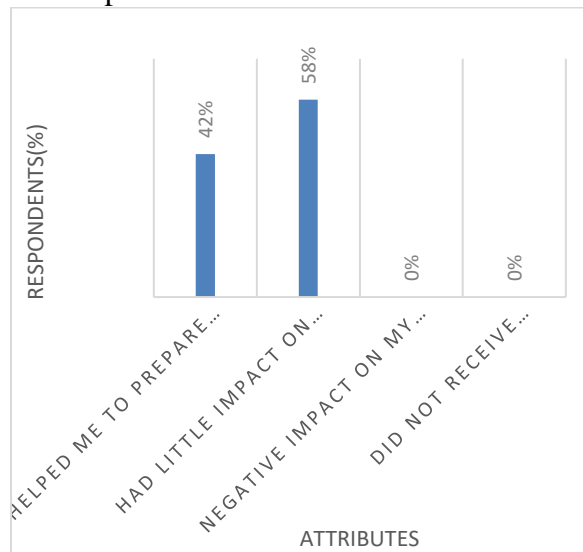
INTERPRETATION:

From the above table, 42% of the respondents said that these training programs helped them to prepare for a new role or promotion and 58% of the respondents said that training programs had a little impact on their career.

11.   Were you able to use the skills and knowledge gained from the training programs

Attributes	No. of Respondents	Respondents (%)
Yes, I was able to advance my career within the company	80	100%
No, I was not able to advance my career within the company	0	0%
Did not receive any training programs	0	0%
Total	**80**	**100%**

Bar Graph:
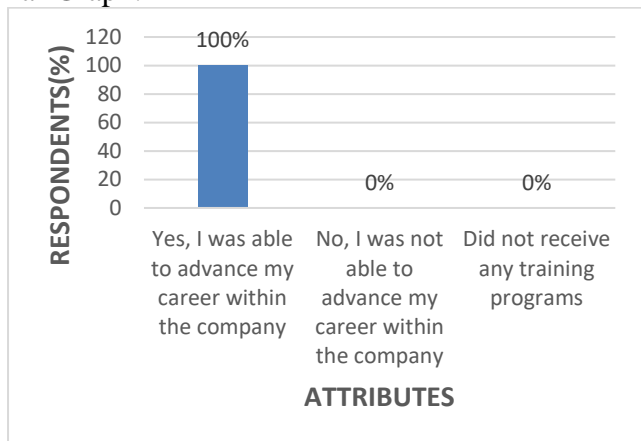
INTERPRETATION:

From the above graph, it is concluded that 100% of the employees can advance their career within the company by using the skills and knowledge which are gained from the training programs.

FINDINGS:

• 44% respondents are between the age group of 20-30. So, it is clearly stated that the age group of 20-30 years youngsters are working in the company. 37% of the respondents are between the age group of 30-40 and 19% of the respondents are between the age group of 40-50.

• 56% of the respondents are male employees and 44% of the respondents are female employees.

• 20% of the respondents are with the experience of less than 1 year. 48% of the respondents are with the experience of 1-5 years. 21% of the respondents are with the experience of 6-10 years and 11% of the respondents are with the experience of more than 10 years.

• It is concluded that 36% of employees said that On the Job Method is used, 14% of employees said that Off the Job Method is used, 40% employees said that all the mentioned methods are used.

• 94% of the respondents had selected classroom training, 97% of the respondents had selected E-Learning, 40% of the respondents had selected Group Discussions and 25% of the respondents had selected Coaching as their most preferred training method.

• 5% of the respondents said that it is very easy, 64% of the respondents said that somewhat easy, 25% of the respondents said that neutral and 6% of the respondents said that it is very difficult to navigate the e-learning platform provided by the company.

• 74% of the respondents had given rating of 5 and the 26% of the respondents had given a rating of 4 for the delivery of the training by the trainers.

• It is concluded that 32% of the respondents are very satisfied, 59% of the respondents are satisfied and 9% of the respondents are neutral with the overall quality of the training programs which are provided in the organization.

• 56% of the respondents strongly agreed, 33% of the respondents agreed, and 11% of the respondents are neutral towards the training programs which helped them to develop careers.

• 42% of the respondents said that these training programs helped them to prepare for a new role or promotion and 58% of the respondents said that training programs had little impact on their career.

• It is concluded that 100% of the employees can advance their career within the company by using the skills and knowledge which are gained from the training programs.

SUGGESTIONS:

• The manager must monitor the performance of the employees after the training program.

• To improve the training experience, it is recommended to allow employees to ask questions during training sessions, enabling them to clarify doubts.

• It is also suggested to have outside experts for training the employees which will attract and make employees serious training.

• Furthermore, promoting coordination and interaction among employees at all levels will encourage the discovery of new talents within the workforce.

CONCLUSION:

The assessment reveals that the staff members are content with the comprehensive evaluation of factual data, numerical information, observations, and practical knowledge offered within the organizational training scheme, effectively fulfilling the trainees' expectations. This training effort and its outcomes contribute to heightened employee performance, fostering motivation, and preventing errors.

REFERENCES:
1.   https://www.researchgate.net/
2.   https://www.slideshare.net/
3.   https://www.academia.net/