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A Study On Training And Development

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ABSTRACT

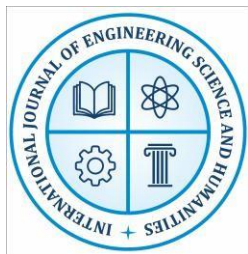
The project report is the bridge between the institute and the organization. In institute we get theoretical knowledge that is very far from the practical knowledge. This project helps us to understand how theories will be applied in the practical field. Organization and industrial develop and progress simultaneously for their survival and attainment of mutual goals. So, every modern management has to develop the organization though Ultra light Technology human resource development and employee training is most important sub-system of human resource development because without giving proper training to an individual one should not get perfect in his work. Employee training is a specialized function and is one of the fundamental operative functions for human resources management. After an employee is selected, placed and introduced in the organization he or she must be provided with training facilities. Training is actually the act of increasing the knowledge and skill of an employee for doing a particular job. Training is actually a short-term educational process and organized procedure by which employees learn technical knowledge and skills for a definite purpose. Training is the organized procedure by which people learn knowledge or skill for a definite purpose. In other words training improves, changes moulds the employee's knowledge, skill, behavior, aptitude and attitude towards the requirements of the job and organization. Training bridges the differences between job requirements and employee's present specializations.

Keywords- Employee Training, Skill Development, Performance Improvement, Workforce Productivity, Organizational Growth.

1. INTRODUCTION

Training and development go hand in hand and are often used synonymously but there is a difference between them. Training is the process of learning a sequence of programmed behavior. It is an application of knowledge. It gives people an awareness of the rules and procedures to guide their behavior. It intends to improve their performance on the current job and prepares them for an intended job.

Development is a related process. It covers not only those activities, which improve job performance, but also those, which bring about growth of the personality. It helps individual in the progress towards maturity and actualization of potential capabilities so that they can become not only good employees but better human beings.



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Nature of Training and Development

In simple words, training and development refers to the imparting of specific skills, abilities, knowledge to an employee. A formal definition of training and development is determined as follows:

“It is any attempt to improve current or future employee performance by increasing an employee’s ability to perform through learning, usually by changing the employee’s attitude or increasing his or her skills and knowledge.”

The need for training and development is determined by the employee’s performance deficiency, computed as follows:

$$\text{Training and development needs} = \text{Standard performance} - \text{Actual performance}$$

We can make a distinction among training, education and development. Such distinctions enables us to acquire a better perspective about the meaning if the term training. Which refers to the process of imparting specific skills, Education, on the other hand is confined theoretically learning in classroom

To distinct more, the training is offered in case of operatives whereas development programs are conducted for employees at higher levels. Education however is common to all the employees.

2. COMPANY PROFILE

The Ultra Light Technology. Vidisha is a well established and systematically organized company engaged in the manufacture of LED intensive market survey to cater to the needs of high demand areas.

The promoter and his team had the business acumen, professional background obtained after serving a long stint in LED industry, sound business ethics, skills and had brought this to bear in the discipline and systems required to maintain and sustain quality in such a mass production.

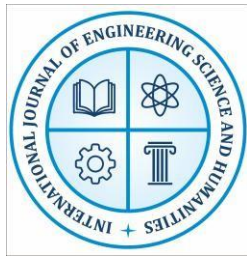
The company utilizing the skilled low-cost manpower strength that offer, flavors India has staff strength of 100 personnel headed by the board of directors, who control the different divisions of the organization.

Ultra Light Technology is an innovative, leading German company operating in the development and manufacture of LED lighting.

Founded in 1988, Ultra Light Technology is not only active in the general lighting sector, but has already specialized exclusively in LED technology since 2005.

Ultra Light Technology is therefore one of the pioneers of the LED lighting industry.

Our passion and enthusiasm is LED. We combine experience, accuracy, technological progress and constant quality control in accordance with the latest standards to offer innovative and high-quality products at an excellent price and quality level.



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Our high quality LED luminaries, controls and components are offered worldwide under the well-known brand LED LIGHT.

OUR PRODUCTS

1.1 PROLED WALLWASHERS

 Bar Triled DMX > VIEW PRODUCT	 Bar RGBW IP65 > VIEW PRODUCT	 Bar COB IP65 > VIEW PRODUCT
 Bar Slimline Triled RGB IP65 > VIEW PRODUCT	 Bar Slimline Mono IP65 > VIEW PRODUCT	> VIEW MORE PRODUCTS OF THIS CATEGORY

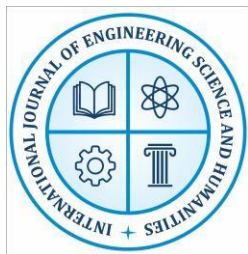
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1.2 PROLED SPOT LIGHTS

 Spot Light IP65 ARC Triled RGB Small > VIEW PRODUCT	 Spot Light IP65 ARC Triled RGB Medium > VIEW PRODUCT	 Spot Light IP65 ARC Triled RGB XL > VIEW PRODUCT
 Spot Light IP65 ARC COB Small > VIEW PRODUCT	 Spot Light IP65 ARC COB Medium > VIEW PRODUCT	> VIEW MORE PRODUCTS OF THIS CATEGORY

1.3 PROLED ON-GROUNDS

 On-Ground Wallwasher 6 > VIEW PRODUCT
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3. RESEARCH METHODOLOGY

According to Clifford Woody, “Research Methodology comprises of defining & redefining problems, collecting, organizing & evaluating data, making deductions & researching to conclusions.”

Accordingly, the methodology used in the project is as follows: -

- Defining the objectives of the study
- Framing of questionnaire keeping objectives in mind (considering the objectives)
- Feedback from the employees
- Analysis of feedback
- Conclusion, findings and suggestions.

Organization works in a totally different manner from other when it comes to training its employees. In case of new employment, organization selects students from various management institutes and molds them during their graduation period itself. Each hotel management student is allotted a time period to work as a trainee in any organization. organization makes use of this time period and molds the students.

1) Who are the trainees?

The trainees are Employees of Bhopal, Bhopal.

2) Who are the trainers?

There is a Training department under the HR who takes care of the new employees and the training programs conducted for them.

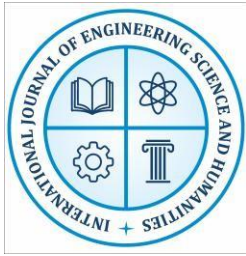
3) What are the training programs?

- Introduction or orientation wherein, the employees is introduced to the organization and is told about the training program for the immediate three months of his training and the long term training policies.
- Grooming sessions are conducted to educate the employees how to dress and behave to match the standards of organization. They are given personal skills and are made presentable.
- They are taught values of the organization that are policies like keeping the customer always satisfied. The basic principle that is to maintain the old customers and get new customers.

4) What are the benefits for the employee?

The training sessions provides them with practical knowledge which helps them in their Department and makes it easy to understand the job perspectives during the training.

They also apply the knowledge which they get in these training sessions to their departmental knowledge which makes them a better employee in all.



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Selection Of Sample Size

In order to take a reasonable sample size and not to disturb the functioning of the organization, a sample size of reasonable strength of the Company has been taken in order to arrive at the present practices of training in the Company.

Accordingly, **50 employees** have been selected at random from all the departments of the organization and feedback forms (questionnaire) have been obtained. The data has been analyzed in order to arrive at present training practices in the organization.

Sampling Technique Used

The technique of **Random Sampling** has been used in the analysis of the data. Random sampling from a finite population refers to that method of sample selection, which gives each possible sample combination an equal probability of being picked up and each item in the entire population to have an equal chance of being included in the sample. This sampling is without replacement, i.e. once an item is selected for the sample, it cannot appear in the sample again.

Data Collection

To determine the appropriate data for research mainly two kinds of data was collected namely primary & secondary data as explained below:

Primary Data

Primary data are those, which were collected afresh & for the first time and thus happen to be original in character. However, there are many methods of collecting the primary data; all have not been used for the purpose of this project. The ones that have been used are:

- Questionnaire
- Informal Interviews
- Observation

Secondary Data

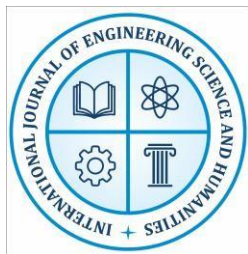
Secondary data is collected from previous researches and literature to fill in the respective project. The secondary data was collected through:

- Text Books
- Articles
- Journals
- Websites

Statistical Tools Used

The main statistical tools used for the collection and analyses of data in this project are:

- Pie Charts
- Tables



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Scope Of the Study

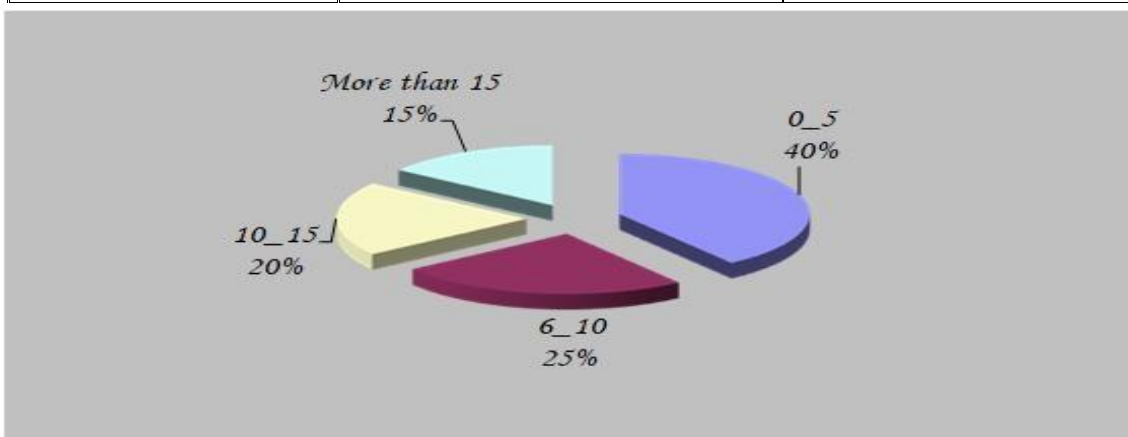
Training Effectiveness is the process wherein the management finds out how effective it has been at training and developing the employees in an organization.

- This study gives some suggestions for making the present training and development system more effective.
- It gives organization the direction, how to deal differently with different employees.
- It identifies the training & development needs present among the employees.

4. DATA ANALYSIS AND INTERPRETATION

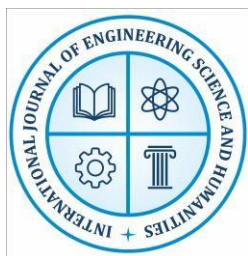
1) How many training programs have you attended in last 5 years?

No. of Programmes	No. of Respondents	% of Responses
0-5	20	40%
6-10	12	26%
10-15	10	20%
More than 15	8	15%
Total	50	100%



Interpretation

45% of the officers have attended 6-15 training programmes in the last 5 years, which is an indication of an effective training policy of the organization. However, 40% of the officers have attended only 0-5 training programmes, which needs to be evenly monitored by the organization.

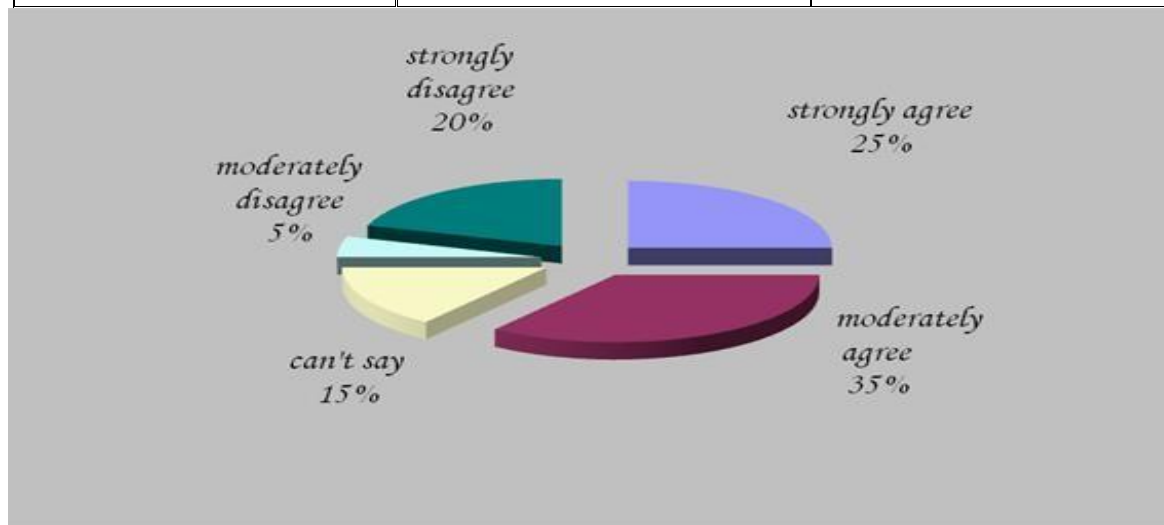


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2) The programme objectives were known to you before attending it.

Options	No. of Respondents	% of Responses
Strongly agree	12	25%
Moderately agree	20	35%
Can't Say	6	15%
Moderately Disagree	2	5%
Strongly Disagree	10	20%
Total	50	100%

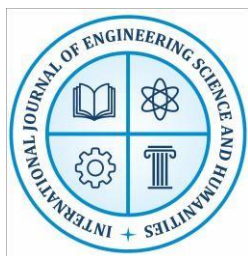


Interpretation

35% of the respondents moderately agree to the fact of knowing the training objectives beforehand, in addition to 25% who strongly agree. But a small population disagrees as 20% strongly disagree to this notion. Training objectives should therefore be made known compulsorily before imparting training in the organization.

3) The training programme was relevant to your developmental needs.

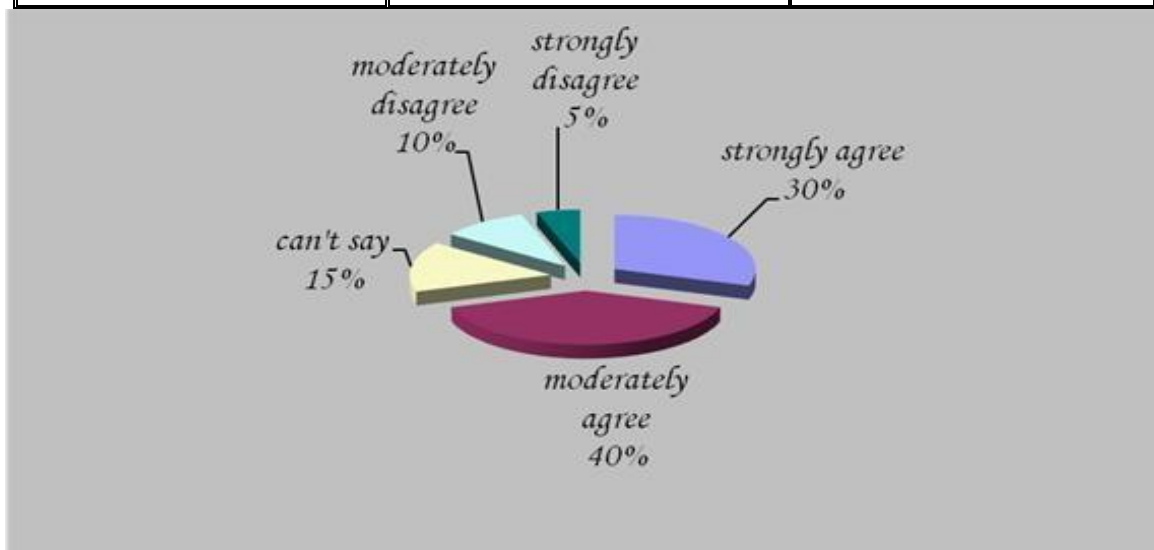
Options	No. of Respondents	% of Responses
Strongly agree	15	30%
Moderately agree	20	40%



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Can't Say	7	15%
Moderately Disagree	5	10%
Strongly Disagree	3	5%
Total	50	100%

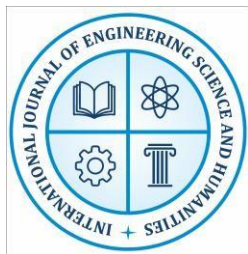


Interpretation

70% of the respondents feel that the training programmes were in accordance to their developmental needs. 15% respondents could not comment on the question and 15% think that the programmes are irrelevant to their developmental needs and the organization must ensure programmes that satisfy the developmental needs of the officers.

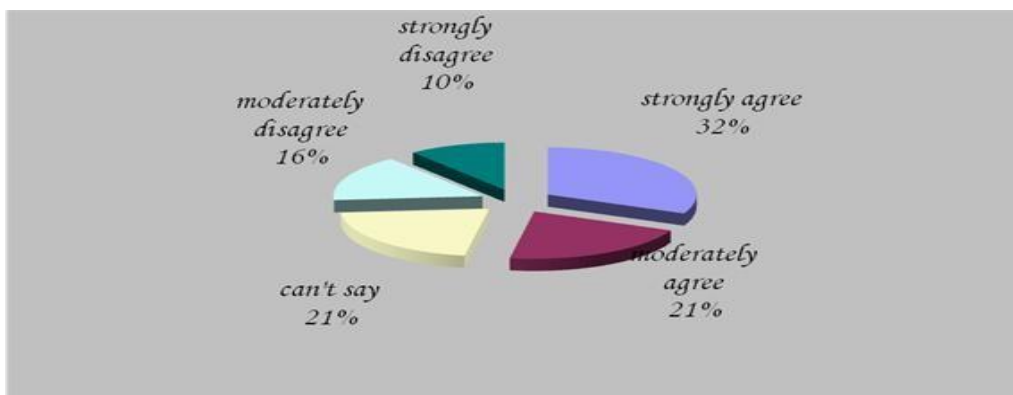
4) The period of training session was sufficient for the learning.

Options	No. of Respondents	% of Responses
Strongly agree	15	31%
Moderately agree	10	21%
Can't Say	10	21%
Moderately Disagree	9	16%
Strongly Disagree	6	11%
Total	50	100%



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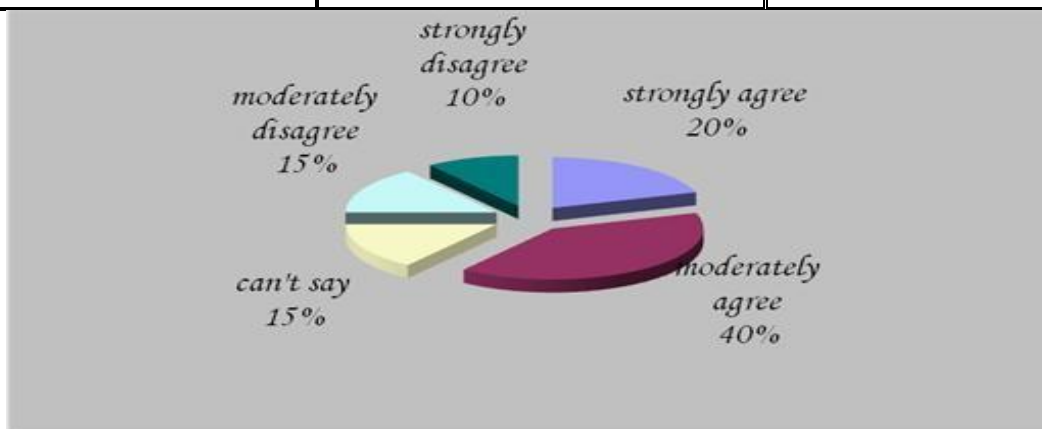


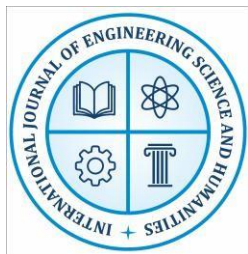
Interpretation

52% respondents feel that the time limit of the training programme was adequate but 25% feel that it was insufficient. Also, 21% could not comment on the question. All the respondents though felt that increase in time limit of the programmes would certainly be beneficial and the organization should plan for this to be implemented in the near future.

5) **The training methods used during the training were effective for understanding the subject.**

Options	No. of Respondents	% of Responses
Strongly agree	10	20%
Moderately agree	20	40%
Can't Say	8	15%
Moderately Disagree	7	15%
Strongly Disagree	5	10%
Total	50	100%





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Interpretation

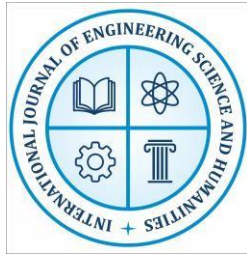
40% of the respondents believe that the training methods used during the programmes were helpful in understanding the subject, yet 25% disagree to this notion. The organization should use better, hi-tech methods to enhance the effectiveness of the methods being used during the training programmes.

Observation

1. 45% of the officers have attended 6-15 training programmes in the last 5 years, which is an indication of an effective training policy of the organization. However, 40% of the officers have attended only 0-5 training programmes, which needs to be evenly monitored by the organization
2. 35% of the respondents moderately agree to the fact of knowing the training objectives beforehand, in addition to 25% who strongly agree. But a small population disagrees as 20% strongly disagree to this notion. Training objectives should therefore be made known compulsorily before imparting training in the organization
3. 70% of the respondents feel that the training programmes were in accordance to their developmental needs. 15% respondents could not comment on the question and 15% think that the programmes are irrelevant to their developmental needs and the organization must ensure programmes that satisfy the developmental needs of the officers.
4. 52% respondents feel that the time limit of the training programme was adequate but 25% feel that it was insufficient. Also, 21% could not comment on the question. All the respondents though felt that increase in time limit of the programmes would certainly be beneficial and the organization should plan for this to be implemented in the near future.
5. 40% of the respondents believe that the training methods used during the programmes were helpful in understanding the subject, yet 25% disagree to this notion. The organization should use better, hi-tech methods to enhance the effectiveness of the methods being used during the training programmes

6. CONCLUSION

I would like to conclude that all employees must be provided with training time to time which play an important role in raising their efficiency & in turn increases the production level. This project has helped to training practices & processing of various cases in the Human Resource Department. Induction programs in companies have not gained much importance over the years even as industries are growing at a very fast pace. The induction program must be well planned and of sufficient duration. During the induction program, managers must spend time with the new recruits in order to welcome them and make them feel at home. Highest number of



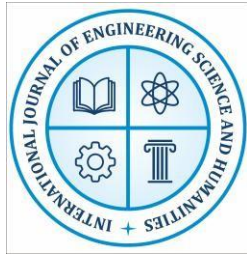
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respondents believes that every company has a well structured training program which is evaluated.

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