

Training and Development Management System: A Review

Diksha¹, Aditi Kaushal², Dr.Sunita³, Dr. Gurvinder Singh⁴

^{1,2,3}Department of CSA, Arni University, Kathgarh Indora H.P, India

⁴Dean of technology, Arni University, Kathgarh Indora H.P, India

Abstract:

The field of training and development management system is a process in which trainees get an opportunity to improve their skills and knowledge, which is necessary to become a best employee. Learning with earning is known as training. The training develops the employee's personality and skills. It makes enhance their technical as well as professional skills. Its more profitable to develop your employees than to search for new talent to build a successful business. There are some benefits of the training and development program include: improve job performance, enhance employee skills, increased employee satisfaction, improved organization performance, adaptability to change, and improved technology proficiency. On job training and Off job training is a method of the training in the on-job training is the method that are applied in the work place where the employee is working. And the Off-job training is a training process in which the employee receives training outside the day-to-day workplace.

Keywords: Training and development management system, Types, Benefits, Methods.

1. INTRODUCTION

Training is a process in which trainees get an opportunity to improve their skills and knowledge, which is necessary to become a best employee. Learning with earning is known as training. It helps the employees to understand the complete job requirement. Training and development refer to educational activities within a company created to enhance the knowledge and skill of employees while providing information and instruction on how better perform specific tasks.[1]

Nowadays, many organizations organize a training program for the new recruits just after their selection and induction, to let them know about the rules, policies and procedures for directing their behaviour and attitude as according to the organizational needs.

Development is an educational path which is concerned with the overall growth of the employees. It is on-going systematic procedure in which managerial staff learn to enhance their conceptual & theoretical knowledge. It helps the individual to bring dexterity and value in their work performance.

Training is an alternate reactive process that is operative and process which is designed to be a continuous activation process for the development of us officers.

the training develops the employee's personality and skills. it makes enhance their technical as well as professional skills.

Training programs can take various forms, including formal classroom-style training, on-the-job training, e-learning modules, workshops, conferences, mentoring, coaching, and job rotations. These programs may cover a wide range of topics such as technical skills, leadership development, communication skills, teamwork, customer service, diversity and inclusion, and compliance with organizational policies and procedures.

1.1 Types Of Training & Development

1. Job Instructions Programmed Instructions: Work Instruction is a methodical method consoling that the employee can achieve the job tasks accurately, safely, and typically. they achieve. programmed instructions is the consider in which the content material is isolated into few- steps in a chain and presenting it in section to the students, while promise many inaccuracies, they are teach new and multiplex subject matter conforming to their speed. In this all process the students are help direct the knowledge of their progress. the job shifting and appreciate why doing them that way is important.[2]

2. Apprenticeship & Coaching Class Room Lectures: Apprenticeships are professionalizing learning model where apprentices have managed on-the-job preparation, along with occupation education, all while obtain a pay that enhance during the continuation of the program. Apprenticeship programs are planned for endless employment. Coaching requires an ongoing flow of direction, comments and submission from the manager to the assistant.

3. Job Rotation Simulation Exercises: Job rotation is the shifting of employees from one branch to the next. Job rotation is one such management strategy where employers turn from one branch to another, achieve different function at different branch over a set season. Job rotation is meant to help employees with creativity, information and practice in the different departments a business may have. Job rotation has various characteristics; It Develops skills and upgrade employees' practice, refers to every employee discounting of their levels, and all employees have a same chance of job rotation assignments. Job rotation has different roles in companies. Some of them include intention of the new employees hired by a company, training employees in different departments, prepare employees in rotation with ability, and intercept employee exhaustion.[3]

4. Assignment: Committee assignment allows a possibility for the employee to share in managerial directing, learn by perceive others, and to consider task force activities aimed to examine into a specific problem, identify different solutions, and nominate to execute a solution. These impermanent assignments can allow employees both interesting and fulfilling to the employee's growth. helping on standing committees display the employee to other members of the organization, expansion his understanding and gives him a possibility to grow and make exhortations under the dissection of senior committee members.

5. Internship training: The Internship Training programme, an educative or a professional institute enters into a positioning with the industrial exercise to provide observed knowledge to their students. An internship is a manual learning understanding that provides meaningful, practical work associated to a

student's field of study or profession interest. An internship gives a student the occasion for career proposition and development, and to learn new skills.

2. Benefits of Training

Its more profitable to develop your employees than to search for new talent to build a successful business. There are some benefits of the training and development program include:



Figure 1. Benefits of Training

- 1. Improved job performance:** Training equips employees with the necessary knowledge and skills to perform their jobs more effectively. It enhances their competency and confidence, leading to improved job performance and productivity.
- 2. Enhanced employee skills:** Training programs help employees develop new skills or refine existing ones. It enables them to stay up-to-date with the latest industry trends, technologies, and best practices, making them more competent in their roles.[4]
- 3. Increased employee satisfaction:** Investing in employee training demonstrates a commitment to their professional development and growth. This, in turn, enhances job satisfaction and boosts employee morale, leading to higher levels of engagement and motivation.
- 4. Improved organizational performance:** Well-trained employees are better equipped to meet organizational goals and objectives. Training enhances overall workforce competence, leading to improved efficiency, quality, and customer satisfaction.[5]
- 5. Adaptability to change:** In today's rapidly evolving business landscape, organizations must be adaptable. Training equips employees with the skills needed to adapt to new technologies, processes, and market demands, enabling organizations to stay competitive.[6]
- 6. improved technology proficiency:** the technology learning inflect is important to capacity, innovation, efficiency and effectiveness. This is one such benefit of training and development that helps the companies outperform the competition.[7]

3. Methods of training and development

There are two methods of training and development management system:

1. On job training
2. Off job training

3.1 On job training: on job training is the method that are applied in the work place where the employee is working. There are various types of on job training.

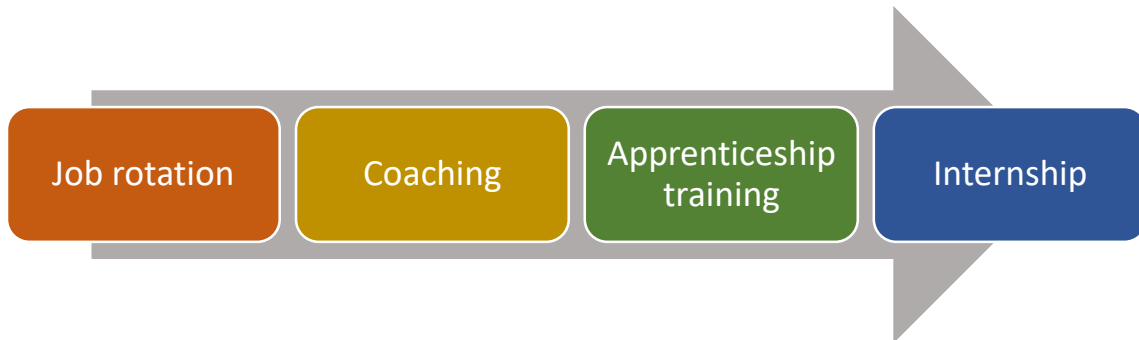


Figure 2. Process of On job Training

- **Job Rotation:** In job rotation is the employees are moved from one job to another in the same workplace. When the employees will get the job knowledge and will gain the experience from his or her supervisor or from the trainer. [8] Then the training is provided on the different job assignments. This job is helps in understanding the challenges of other employees.
- **Coaching:** In coaching the employee who is getting the trainee is placed under the particular supervisor will coach the employee to perform certain task. In this method the supervisor will give be timely feedback to the trainee on his performance and suggestion will be provided to the employee.[9] The major drawback is this type of training is the limitation of training cannot express their ideas.
- **Apprenticeship training:** This type of training is involving a query knowledge and learning the skills for a long period of time this training method is helps the employee to learn step by step how to perform a job and this will help to employee to perform the job on is on.[10]
- **Internship:** In this type of training, education, institution and business organization have join a program of training the employees and interns. The selected candidate carryout the regular studies for the period of time.[11] Hare the employee may been some factories or in a particular office to acquire the practical knowledge and skill to perform curtain job. This type of job willbe helping to balance the theoretical a space and practical knowledge.

3.2 Off job training: Off job training is a training process in which the employee receives training outside the day-to-day workplace. It is a training process held outside actual work environment.[12] This type of training is spread from the job situation and it is internally focus on learning which is helps to understand and improve the job performance. There are some points of off job training.

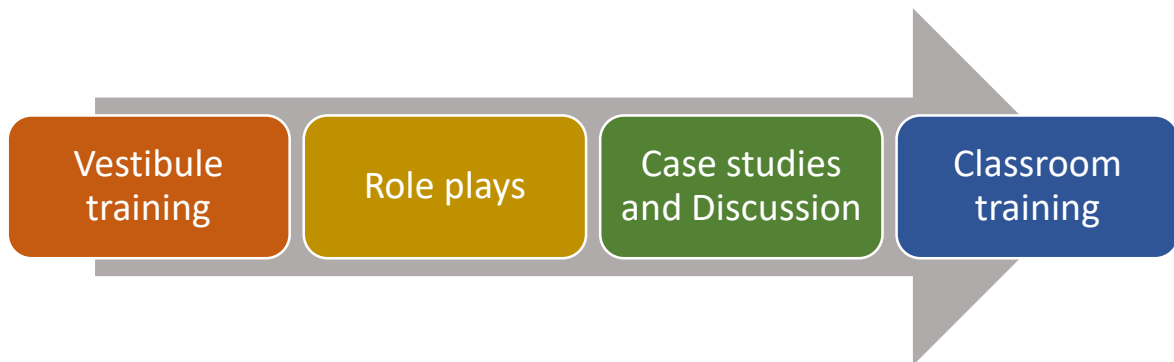


Figure 3. Process of Off job

- **Vestibule training:** In this type of training method the actual workplace conditions are stimulated or set up in a particular place. Here the condition created and the equipment used are similar to the actual work place. This will give the trainees to gain the experience of using and handling the equipment without any fear and pressure of work.[13]
- **Role plays:** Role plays are the real human interaction between two or more employees that involve realistic behaviour in an imaginary situation. This kind of training helps in employees the interaction with the co-worker or the customer. This is helping to improve the communication of the employees and the people management skills.[14]
- **Case studies and discussion:** Case studies are the real-life problem or cases are presented to the employees who are under training. The employees have to analyse the case study and present their views and opinions on the same.[15] At the end of the program the employees have to give the recommendation on solving the problem. Here people will give their ideas, opinions, share facts, and data to draw the conclusion. This will be helping to improve the job performance.
- **Classroom training:** Classroom training is the most common type of off-job training. Here the employees undergo training between four walls to improve the employee's knowledge or understand the specific process. Classroom training is usually connected to the new joiners of the organisation or a company. Here an employee has to understand the rules and procedure and policies of the organization. The major disadvantage of this type of training is that at times the classroom training may become boring but a two-way communication between the trainer and the employees can make their classroom training session lively and interesting.

4. Present scope of training and development management system

The range of training depends upon the classification of employees to be trained. As we all know that training is a continuous process and not only needed for the newly chosen personnel but also for the draw breath personnel at all levels of the organisation.

- Knowledge
- Skill acquisition
- Attitude formation
- Ethical values
- Analytical reasoning

5. future scope of training and development management system

- need to contribute to sustainability.
- use of new technologies for training delivery and instruction.
- breakthroughs in neuroscience for learning.
- Greater emphasis on speed in design, content, and focus (“agile”).
- Increase emphasis on performance analysis, big data, and learning for business enhancement.
- Increased use of stakeholder- focused learning partnership and outsourcing.

Conclusion: Training and development are study as a procedure for development in every organization. It is acquired by the organization to fill the space between skills and future possibility. These training programs easily help skills, improve regulation, and creativity and growth possibility for employees. Skills knowledge and attitude are the basic for the efficient running of a business through the human resources of an organization. But, the impact of these basics is often turning down by counterproductive training program. To add value to the human resource of the organization. Investing in staff development can mean. Organizational abilities can also be improved, If the efficiency of the staff will be improved. As a result, the structure of organization become compliment, in which there will be limited levels between the higher and the lower employees. Many organizations provide schooling to their high-potential employees, develop your skills in imagination, thinking, innovation, inspiring vision and brainstorming. Requiring the employee to develop their knowledge or skills on their own or through a combination of a training or development program with the organization. Human resource management is an important aspect of training and development. It is important for organization to get skilled and proficient employees for better performance, and employees will be than qualified when they have the knowledge and skill of doing the task. Training and Development provides more opportunities to the employees to improve their career life and provide them a better position in the organization. Through various HR activities and training programs they retain talents in the organization, ensure career path for performers to perform more efficiently and effectively to contribute more and more.

References

1. Tannenbaum, Scott I., and Gary Yukl. "Training and development in work organizations." *Annual review of psychology* 43.1 (1992): 399-441.
2. Craig, Robert L., and Lester R. Bittel. "Training and development handbook." (1967).
3. Lynton, Rolf P., and Udai Pareek. *Training for development*. SAGE publishing India, 2011.
4. Goldstein IL. Training and development in organizations. Jossey-Bass; 1989.
5. Boon, C., Den Hartog, D. N., & Lepak, D. P. (2019). A systematic review of human resource management systems and their measurement. *Journal of management*, 45(6), 2498-2537.
6. Gegenfurtner, A., Schmidt-Hertha, B., & Lewis, P. (2020). Digital technologies in training and adult education. *International Journal of Training and Development*, 24(1), 1-4.
7. Khan, S., & Abdullah, N. N. (2019). The impact of staff training and development on teachers' productivity. *Economics, Management and Sustainability*, 4(1), 37-45.
8. Van Hoek, L., Paul-Dachapalli, L. A., Schultz, C. M., Maleka, M. J., & Ragadu, S. C. (2020). Performance management, vigour, and training and development as predictors of job satisfaction in low-income workers. *SA Journal of Human Resource Management*, 18(1), 1-10.

9. Boller, S., & Fletcher, L. (2020). *Design Thinking for Training and Development: Creating Learning Journeys That Get Results*. American Society for Training and Development.
10. Pinto, L., Nunes, E., & Sousa, S. (2020). A framework to improve training and development of workers' technical skills: effects on operational performance during company relocation. *Procedia Manufacturing*, 51, 1806-1813.
11. Sujchaphong, N., Nguyen, B., Melewar, T. C., Sujchaphong, P., & Chen, J. (2020). A framework of brand-centred training and development activities, transformational leadership and employee brand support in higher education. *Journal of Brand Management*, 27, 143-159.
12. Stuart, M. (2019). The industrial relations of training and development. *The Wiley Handbook of Vocational Education and Training*, 165-185.
13. Cunningham, I., Mergler, J., & Wattie, N. (2022). Training and development in sport officials: A systematic review. *Scandinavian Journal of Medicine & Science in Sports*, 32(4), 654-671.
14. Królikowski, T., & Susłow, W. (2019). A concept of a training project IT management system. *Procedia Computer Science*, 159, 1468-1478.
15. Gidei, M. (2019). Training and development of communication skills to future specialists in physical education and sports. *Annals of "Dunarea de Jos" University of Galati. Fascicle XV, Physical Education and Sport Management*, 2, 19-24.