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“TO STUDY TRAINING NEED ASSESSMENT AND IT’S METHOLODOLOGIES”

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Abstract:

OBJECTIVE AND SCOPE:

The objective of the project is to understand and observe Training Need Assessment and the forking of its various methodologies.

“To Study the Effectiveness of Employees Training & Development Program”.

The prime objective of research is to study the changes in skill, attitude, knowledge, behavior of Employees after Training program. It also studies the effectiveness of Training on both Individual and Organizational levels. Due to this research we are able to absorb current trends related to whole academic knowledge and its practical use. Such research is exposed us to set familiar with professional environment, working culture, behavior, oral communication & manners. Since the training is a result oriented process and a lot of time and expenditure, it is necessary that the training program should be designed with a great care. For evaluating effectiveness if training a questionnaire has to be carefully prepared for participants in order to receive feedback.

COMPANY PROFILE:

Company profile includes the history of the company and the products and services offered by the Company in India as well as in global.

REVIEW OF LITERATURE:

This chapter focuses on the studies carried out by various group of people, usually the employees in a company who combine different skills and talents to work without the usual managerial supervision towards a common goal or purpose.

DATA ANALYSIS:

Data analysis includes the tabulated representation of the data collected through observation and study conducted while the projects work.

FINDINGS AND SUGGESTIONS:

This chapter covers the basic change that the researcher is going to recommend to the company.

CONCLUSION:

Finding and observation based on the data analysis done in the previous chapter is compiled here.

KEYWORDS

Training, Need, Assessment, Budget, Post Training, Feedback, Trainer, Environment, Learner, Trainee, Objective, Observation.

INTRODUCTION

Effective training practices involve the use of training design process. The design Process begins with the needs assessment. Subsequent steps in the process include, ensuring that employees have the motivation and basic skills necessary to learn, creating a positive learning environment, making sure that trainees use skills on the job, choosing the training method, and evaluating whether training achieved the desired outcomes. Before you choose a training method, it is important to determine what type of training is necessary and whether trainees are willing to learn. ? NEEDS ASSESSMENT refers to the process used to determine whether training is necessary or not.

The first step in a successful training effort is to determine that a training need exists through a process known as Needs Assessment. Need Assessment involves three steps, organizational analysis, person, analysis and task analysis.

Organizational analysis involves determining:

The extent to which training is congruent with the company's business strategy and resources and If peers and managers are likely to provide the support needed for trainees to use training content for work setting.

Person analysis focuses on identifying whether there is evidence that training is the solution, who need training, and whether the employees have the prerequisite skills, attitude and beliefs needed to ensure they master the contents of the training program. Because performance problems are one of the major reasons that companies consider training for employees, it is important to investigate how person characteristics, input, output, consequences, and feedback relate to performance and learning. Managers and trainers need to determine if performance problems can be solved using training.

Training is likely the best solution to a performance problem if employees don't know how to perform. If employees have not received feedback about their performance, if they lack the equipment needed to perform the job, if the consequences for good performance are negative, or if they are unaware of the expected standard for performance, then training is not likely to be the best solution.

SCOPE OF THE RESEARCH:

The present research undertaken will be focused on certain specified functional areas within the regular limits and will be restricted with practices in .

:"ADOR POWERTRON LTD, PUNE"

OBJECTIVES OF THE STUDY:

To understand the training need assessment and its importance in the organization.
To study the training process and various methods of assessing training at Ador Powertron Ltd., Pune, Maharashtra.

REVIEW OF LITERATURE

Personnel are required to be trained on new methods on adoption of modern techniques in production and other operations.
The employees need to be kept abreast of the improved techniques and use of sophisticated tools/equipment and Machines.
Training also essential when an employee is moved from one job to another job.

IMPORTANCE OF TRAINING:

Training is the corner stone of sound management, since it makes the employees more effective

and productive. It is intimately connected with all personnel/managerial activities in an organization. It is also an integral part of the whole management programme.

Training is a vital necessity; because, apart from the advantages discussed above, it enables them to develop themselves and grow within the organization, improve upon their ‘worth’, earning capacity, and job security. It helps the employees to understand the management correctly, and develop a sense of involvement in the organizational affairs.

The management is benefited in the sense that higher standards of quality are achieved, satisfactory organizational structure is built up, authority delegated down the line and the employees are motivated. Further, employees' morale is boosted and sustained and grievances are contained.

At Ador Powertron, training is an important component of organisational development. Development of subordinates is the responsibility of every Manager. The respective Unit Head and the Department Heads ensures that the employees under their charge are provided appropriate and adequate training. Training needs for Trainees are identified on being taken into probation.

IDENTIFYING THE TRAINING NEEDS:

INTRODUCTION

Training need identification is a tool utilized to identify what educational courses or activities should be provided to employees to improve their work productivity. Here the focus should be placed on needs as opposed to desires of the employees for a constructive outcome. In order to emphasize the importance of training need identification we can rag areas:-

To pinpoint training will make a difference in productivity and the bottom line.
To decidespecific training each employee needs and what will improve his or her job performance.
To differentiate between the need for training and organizational issues and bring about a match between individual aspirations and organizational goals.

Identification of training needs, if done properly, provides the basis on which all other training activities can be considered. Also requiring careful thought and analysis, it is a process that needs to be carried out with sensitivity as people's learning is important to them, and the reputation of the organization is also at stake. Also in order to bring synchronization between organizational and individual objectives people need to question the way they do things and this is precisely the hidden objective behind any training need identification process.

TRAINING NEED ASSESSMENT IS done by a combination of the following three methods:

By discussion with the Top Management.
By discussion with Head of Departments (HOD).
By evaluating performance, behavior and attitude of the employee as appraised by immediate superiors, as a part of Annual Performance

Appraisal system

On the basis of these methods, each unit will draw up an annual training plan which is known as the TRAINING CALENDAR.

RESEARCH METHODOLOGY:

Research methodology is a systematic approach of identifying the problem, collecting information, analyzing and provide alternative solution. The researcher collects both the primary data & secondary data.

RESEARCH DESIGN:

Sampling method - Simple Random Sampling

Sample size - 50

SOURCES OF DATA COLLECTION:

For the project report the required information is being extracted through primary as well as secondary sources.

PRIMARY DATA:-

Primary data is the one which all collected from fresh sources and for the first time while carrying out the research. For the purpose of the project "Questionnaire" & "Observation" method was selected.

SECONDARY DATA:-

Secondary data is that data which has been already collected for some other purpose. There are two types of sources for collecting secondary data, they are as follows.

INTERNAL SOURCES:-

An internal source of secondary data includes the data generated within the organization:

Company files and folders.
Company - manual/Handbook.

EXTERNAL SOURCES:-

External sources are the sources outside the organization

Books
Internet

RESEARCH INSTRUMENTS:

Structured questionnaire was prepared. This questionnaire was designed to meet the research objection.

LIMITATIONS OF THE STUDY:

During the course of the study, there were certain limitation, which are enumerated as below.
Researcher may collect insufficient data for this research work because of limited span of implant training programme and vast topic of research

FINDINGS:

The frequency of communication and meetings between the employer and employee is not satisfactory.
There is lot of scope provided to every employee to increase their soft skills due to training.
Timely training is provided to the employees, which helps in avoiding delay in work.
Trainers at APL are highly qualified and experienced.
Personal Analysis is the key analysis for training need assessment.
Most of the employees know the actual benefit of training that's why they perceive training as reward and opportunity.
The overall Training programmes in APL is satisfactory.

SUGGESTIONS

Training programs, Meetings, seminars and conferences should be done on the regular basis so as to improve communication.
An adequate employee handbook should be provided to employees inculcating all the required policies and procedures of the company so as to improve the policy effectiveness.
Other than HOD, there should be some person to whom, employees can approach in case any training is required.
Behavioral Training should be provided to Increase motivation, morale & inter- personal relations between the employees.

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Individual employee should also be given opportunity to conduct their own appraisal for their improvement.

There should be a provision made where employees can fill their own requisition form if they need training.

CONCLUSION:

Training need assessment is a tool utilized to identify what educational courses or activities should be provided to employees to improve their work productivity. Training is the corner stone of management, since it makes the employees more effective and productive. It is intimately connected with all personnel/managerial activities in an organization.

This company, gave an opportunity through internship which helped in gaining practical knowledge. It was a great deal of learning process whereby one understands as to how actually, the HR department functions, which was far more different than what we find in books,

A hearty thanks to all teachers and project guides (college/company), who landed their support throughout for completing the project successfully.

WEBSITES:

www.adorpower.com

www.google.com

www.hrguide.com

Books:

Raymond A Noe- Employee Training & Development

C.R. Kothari - Research Methodology (Chapter: I, Page No.: 1 - 20)

K.Ashwathappa- Human Resource Management.

Others:

HR Manuals.

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