



# **SNS COLLEGE OF ENGINEERING**

**Kurumbapalayam (Po), Coimbatore - 641 107**

**An Autonomous Institution**

**Accredited by NBA - AICTE and Accredited by NAAC - UGC with 'A' Grade**

**Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai**



## **DEPARTMENT OF MANAGEMENT STUDIES**

**COURSE NAME : 23BAT202 - HUMAN RESOURCE MANAGEMENT**

**I YEAR /II SEMESTER**

**Unit 3 - TRAINING AND EXECUTIVE DEVELOPMENT**

**Topic: Training & Development**



# TRAINING

Training is the act of increasing the knowledge and skills of an employee for performing a particular job

- ▶ Outcome of Training is learning
- ▶ A trainee learns new habits, refined skills and knowledge
- ▶ It enables to do present job and prepare him for future level job





# TRAINING - DEFINITION

Training is the continuous, systematic development among all levels of employees of that knowledge and their skills and attitude which contribute to their welfare and that of the company.

- ▶ Training is the organized procedure by which learn knowledge and skill of an employee for doing a particular job.





**What are the key organisational goals / objectives?**

**What skills does the organisation need to have in the future?**

**What skills and competencies are required to meet the business objectives?**

**Training Needs Analysis**

**What courses are available to close training gaps?**

**How are we going to know we have successfully closed training gaps**

**What are current capabilities of employees?**

**Formulate company and individual training plans**



# NEED FOR TRAINING

New recruited employee require training to perform task effectively

Necessary for existing employees for higher level jobs

- ▶ Existing employee require refresher training
- ▶ Necessary when person moves from one job to another job
- ▶ To bridge the gap
- ▶ To make employees more productively



# TRAINING - OBJECTIVES

Enhancing employee skills

Updating employee skills

- ▶ Avoiding or delay managerial obsolescence.
- ▶ Preparing for promotion & managerial succession
- ▶ Motivating & preventing employee attrition
- ▶ Gaining organisational objectives



# TRAINING



## AREAS OF TRAINING

- ◀ Knowledge
- ◀ Technical Skills
- ◀ Social Skills



# TRAINING Vs DEVELOPMENT

Dimension	Training	Development
Meant for	Operatives	Executives
Focus	Current Job	Current and future jobs
Scope	Individual employee	Work group or organisation
Goal	Fix current skill deficit	For Future demands
Initiated by	Management	Individual
Content	Job related Information	General Knowledge
Time-Frame	Immediate	Long Term



**RECAP**

**QUESTIONS???**

**THANK YOU**