

TRAINING NEED IDENTIFICATION

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ABSTRACT

Liberalization, privatization and globalization has brought in considerable change in market condition as well as change in social, economic and technology spheres which further enhance the challenges to human resources management. Now a day's competition in every sector goes on increasing day by day. These are the days of globalization, fast changing business environment and intense competition for this before joining to any company that company provides training for employees so that they can do their work properly. For giving training to them it is important that to find out in which that employee lacking. On that basis training is provided. So identification of what that employee has and what he want is necessary. This is nothing but identification of training needs.

KEYWORDS: Training Methods, Training Types, Experience, Training Period, Training Impact, Training Need

INTRODUCTION

In this modern business environment organization are in an increasing day by day the organization need to optimize their traditional resources for achieving success in today's competitive environment. Training & Development activities are the main mechanism through which individual goals & aspirations can be integrated with organizational goals, such integration's can be achieved only when training & development is linked with organizational requirements, which should be carried out in a systematic manner.

Training is a cardinal tool by means of which the competency of employees can be developed to survive in the world of cut-throat competition. In the present scenario, it is the most important requirement of every organization to have well trained employees and therefore it is one of the crucial activities of prime importance in the company.

In most of the organizations today resources are scarce and have to be used carefully time is of the essence, and trainers of all kinds are required to justify their position and account for their activities. Once the need for training has been established in terms of the gap between the current and desired level of proficiency of each Individual the second step lies in stating the areas needing training. Areas needing training are generally broken down into: Knowledge for the person who does not know skill for the person who knows but cannot do. In company Training Need Identification is follow or not this is main problem or where employees, groups, organization lacking and productivity efficiency decreases. this is very important for organization to find them.

The training need identification is important task or challenge for organization to find out right need right time this is very essential. To identify effectiveness of employees, efficiency of employees as well as productivity how to increase. There are new techniques and methodology of Human Resource development adopted by many companies which train the workers and managers to make them able to cope with these changes. One of the practices among them is training of managerial and supervisory staff which helps to increase organizational efficiency and effectiveness. As there is

changing in technology everyone wants to adopt that technology or whatever skills are required for performing that job. So giving training to them is necessary. Before giving training to them identification of training needs is important.

RESEARCH METHODOLOGY

In common, language research refers to a search for knowledge. We can also define Research as a scientific and systematic search for pertinent information on a specific topic. Thus, research is an original contribution to the existing stock of knowledge making for its advancement. It is a purposive investigation. The main aim of research is to find out the truth which is hidden and which has not been discovered yet. The primary data collected through interview with Employee and Human Resource Manager with the help of specially designed questionnaire. Primary data was collected from surveys and descriptive research, discussion with experts and responsible persons/authority, through schedule and questionnaires. Secondary data was collected from various sources like Internet, Different files of HR department, institutional website and other research paper and articles.

RESULTS AND DISCUSSIONS

Workers Experience in the Organization

Work experience is any experience that a person gains while working in a specific field or occupation, but the expression is widely used to mean a type of volunteer work that is commonly intended for young people — often students — to get a feel for professional working environments. Experience is more important for organization because organization is not ready to spending the cost on training of the new employee or fresher.

Table 4.1: Workers Experience in the Organization

	Below 1 Year	2 To 4 Years	4 To 6 Years	Above 6 Years	Total
Workers Experience	10 (10.00)	15 (15.00)	20 (20.00)	55 (55.00)	100

From the above Table 4.1 it is observed that, 55 percent employees are having work experience more than 6 years followed that 20 percent employees are having work experience 4 to 6 years, 15 percent employee having 2 to 4 years work experience and 10 percent employees are having less than 1 year experience. From the above table it is also clear that 90 percent employees are having more than one year experience means organization is focus on the experience person at the time of recruitment.

Training Needs Identified by Organization

Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective, and safe manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The difference between actual level of job performance and the expected level of job performance indicates a need for training. The identification of training needs is the first step in a uniform method of instructional design.

Table 4.2: Organization Find the Training Needs through Various Way

Parameter	By Systematic Analysis	Individual Assessment & Requirements	Based on Performance Appraisal	Based on Feedback of You Superior	Any Other
No. of Employees	10 (10.00)	20 (20.00)	35 (35.00)	30 (30.00)	5 (5.00)

From the above Table 4.2 it is clear that 35 percent employee said that employer can judge employee through performance appraisal system followed that 30 percent employee are said that employer can find the need of training through feedback of senior supervisor. 20 percent employee are said that employer providing the different job or task to assess the employee performance and to find the requirement of training.

Duration of the Training Period in Organization

Employer provide training to their employee for improve the performance of the employee. Employer also provide training to fresher as a management trainee. Company arranged training programme for 2-3 days or a week for employee.

Table 4.3: Duration of Training in the Organization

	Adequate	Long	Short	Total
No of Employees	63 (63.00)	8 (08.00)	29 (29.00)	100 (100.00)

From the above Table 4.3 it is clear that, 63 percent employee are said that the period provide to training is adequate, while 29 percent employee are said that the period provide for training is not sufficient or short. Only 8 percent employees are said that the training period provided for training is long.

Type of Training Program is Given to Employee

Types of management training for employees can fall under a number of primary categories. Well-planned and properly implemented, a management training curriculum helps hone skills, build confidence and create well-rounded managers. Training also helps create, reinforce and maintain company's culture and mission, which managers may then impart to employees. Even experienced managers new to organization will benefit from company-specific training, which will aid in developing a unified and uniform management-employee team

Table 4.4: Type of Training Program Provide to Employee

Sr. No.	Opinion	No of Respondent	Percentage
1	Time Management and Planning	34	34
2	Safety and Emergency	17	17
3	Customer Service	12	12
4	Soft skill development	28	28
5	Technical training	09	09

From the above Table 4.4 it was observed that, 34 percent employee says that the company focus on the Time management and planning training programme followed that 28 percent are said that company arranged the training programme for soft skill development for employee.

Effective Training Method Use by Organization

Some of the methods which are usually used for training of employees are On Job Training, Off Job Training, Apprenticeship Training, Vestibule Training (Training Centre Training), Internship Training and Learner Training. The method selected should be best suited to a specific organisation's needs. The various factors generally considered for selecting a method include skills, required qualifications of candidates, cost, time available, depth of knowledge etc.

Table 4.5: Most Effective Training Method Use by Organization

Training Method		No. of Respondent
On job training		36 (36.00)
Off job training	a) Lecture/ class room training	13 (13.00)
	b) Conference method	19 (19.00)
	c) Seminar/ Team discussion	22 (22.00)
Apprenticeship		10 (10.00)
Total		100 (100.00)

From the Table 4.5 it is clear that, on job training method is most effective method for employee training. 36 percent employee are said that On job training methods are best suitable methods for training followed that seminar or Team discussion method is most effective method (22 percent). 19 percent employee are says that, conference method for training is most effective and 13 percent are said that lecture or class room method is most effective. Only 10 percent employees are said that Apprenticeship.

Relevance of Training Programme to Employee Need

Training of employees takes place after orientation takes place. Training is the process of enhancing the skills, capabilities and knowledge of employees for doing a particular job. Training process moulds the thinking of employees and leads to quality performance of employees. It is continuous and never ending in nature. It is necessary to study the relevance of training programme to employee need because employers spend training cost on development of employee.

Table 4.6: Relevance of Training Programme to Employee Need

Parameters	No. of Respondent	Percent
Relevant	68	68
Somewhat relevant	22	22
Not relevant	10	10

From the above Table 4.6 it was observed that, 68 percent are says that employer providing the training programme was relevant to employee need while 22 percent are said that it was somewhat relevant to employee need and only 10 percent are said that it was not relevant to employee need.

Opinion about the Existing Training Programme Conducted for Employee

Day by day there is improvement in the training programme conducted for employee. Trainers are use new technologies for providing the training to employee. To fit with the Todays and tomorrows globalization it is need to train the employee by suitable training methods. Therefore it is need to give the rating to existing training methods or collect the feedback from after the training for updating and improvement in the training program.

Table 4.7: Opinion about the Existing Training Programme

	Very Good	Good	Poor	Very Poor	Total
No. of Respondent	46 (46.00)	34 (34.00)	13 (13.00)	07 (07.00)	100 (100.00)

From above Table 4.7 it was observed that, 46 percent employee are said that the training provided to them by the trainer is very good followed that 34percent employee are said it is good. Only 13 percent and 07 percent employee are said that the training provided to them is poor and very poor respectively. With the help of the Table 4.7 it is conclude that 80 percent employees are given good rating to existing training programme.

Satisfaction Level of Employee about the Training Provided By Employer

Employee satisfaction is the terminology used to describe whether employees are happy and contented and fulfilling their desires and needs at work. Many measures purport that employee satisfaction is a factor in employee motivation, employee goal achievement, and positive employee morale in the workplace.

Table 4.8: Satisfaction of Employee for Existing Training Methods

	Highly Satisfaction	Moderately Satisfied	Not Satisfied	Total
No of Employees	30 (30.00)	55 (55.00)	15 (15.00)	100 (100.00)

From the above Table 4.8 it is clear that, 30 percent employee are highly satisfied with existing training programme conducted by the organization followed that 55 percent are moderately satisfied with the training programme. Only 15 percent employees are not satisfied with existing training programme.

Impact of Training on Employee

Effective training or development depends on knowing what is required - for the individual, the department and the organization as a whole. With limited budgets and the need for cost-effective solutions, all organizations need to ensure that the resources invested in training are targeted at areas where training and development is needed and a positive return on the investment is guaranteed.

Table 4.9: Impact of Training on Employee

Sr. No.	Opinion	No. of Respondent	Percentage
1	Knowledge improvement	67	67
2	Behavioral skill improvement	54	54
3	Performance improvement	89	89
4	Reduce absenteeism	78	78
5	Reduce conflict	34	34
6	Reduce employee turnover ratio	49	49

From the above Table 4.9 it is clear that, 89 percent employee are said that training helps to improve the performance of the employee followed that 78 percent are said that it helps in to reduce the employee absenteeism which leads to increase the productivity of the organization. 67 percent employees are said that through the training, the knowledge of the employee related to machine, software etc. get improved while 54 percent are said that behavioral skill like attitude, thinking etc. is improve through training programme. 49 percent employees are said that it will help in reduce the employee turnover ratio in the organization.

FINDINGS

- 55 percent employees are having work experience more than 6 years followed that 20 percent employees are having work experience 4 to 6 years.
- 35 percent employee said that employer can judge employee through performance appraisal system followed that 30 percent employee are said that employer can find the need of training through feedback of senior supervisor
- 63 percent employee are said that the period provide to training is adequate, while 29 percent employee are said that the period provide for training is not sufficient or short.

- 34 percent employee says that the company focus on the Time management and planning training programme followed that 28 percent are said that company arranged the training programme for soft skill development for employee.
- On job training method is most effective method for employee training. 36 percent employee are said that On job training methods are best suitable methods for training followed that seminar or Team discussion method is most effective method(22 percent).
- 68 percent are says that employer providing the training programme was relevant to employee need while 22 percent are said that it was somewhat relevant to employee need.
- 46 percent employee are said that the training provided to them by the trainer is very good followed that 34percent employee are said it is good.
- 30 percent employee are highly satisfied with existing training programme conducted by the organization followed that 55 percent are moderately satisfied with the training programme
- 89 percent employee are said that training helps to improve the performance of the employee followed that 78 percent are said that it helps in to reduce the employee absenteeism which leads to increase the productivity of the organization

CONCLUSIONS

Training and development ultimately upgrade not only the productivity of employees but also of the organization. It has rightly been said, employee development is the key to organizational sustainable development. Organizations must have employees who are able to quickly adapt to an ever-changing world market. Companies need to invest in on-going employee training and development in order to both keep employees and be successful. The future will be favorable to those organizations, which are able to learn faster and adapt to changes than their competitors. Training enhances employees' initiative and quality of work, thereby assisting them to be more committed to achieving the organizational goals and objectives and in turn enhancing employees' effectiveness within the organization.

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