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TRAINING NEEDS AND IDENTIFICATION

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Abstract:

Training can be described as “the acquisition of skills, concepts or attitudes that result in improved performance within the job environment”. Training analysis looks at each aspect of an operational domain so that the initial skills, concepts and attitudes of the human elements of a system can be effectively identified and appropriate training can be specified.

Introduction:

The term training is used here to indicate the only process by which the aptitudes, skill and abilities of employees to perform specific jobs are increased-JUCIUS. Training is the organized procedure in which people learn knowledge and/or skill for definite purpose- DALE S. BEACH. Training is the act of increasing the knowledge and skills of an employee for doing a particular job- EDWIN B. FLIPPO.

Importance of Training

- ❖ Improve the employee’s skills and knowledge.
- ❖ Higher production and productivity.
- ❖ Job satisfaction
- ❖ Better use of resources
- ❖ Reduction in accidents
- ❖ Reduced supervision
- ❖ Reduction in complaints
- ❖ Adaptability
- ❖ Scope for management
- ❖ Stability

Need For Training: To enhance the training programmes provided to the employee by actually identifying the ways in which the needs are to be analyzed.

- ❖ To find the modes of how training programmes is to be conducted and the area where training is required.
- ❖ To find out the actual needs for training, as it is the means to achieve motivation and enhance productivity.

Need for basic purpose of training: Reasons for emphasizing the growth and development of personnel include

- Creating a pool of readily available and adequate replacements for personnel who may leave or move up in the organization.

Identification of training needs of employees

- Enhancing the company's ability to adopt and use advances in technology because of a sufficiently knowledgeable staff.
- Building a more efficient, effective and highly motivated team, which enhances the company's competitive position and improves employee morale.
- Ensuring adequate human resources for expansion into new programs. Employees frequently develop a greater sense of self-worth, dignity and well-being as they become more valuable to the firm and to society. Generally they will receive a greater share of the material gains that result from their increased productivity. These factors give them a sense of satisfaction through the achievement of personal and company goals.

The need for training of employees would be clear from the observations made by the different authorities.

1. **TO INCREASE PRODUCTIVITY:** Instruction can help employees increase their level of performance on their present assignment. Increased human performance often directly leads to increased operational productivity, & increased company profit.” Again, “increased performance & productivity, because of training, are most evident on the part of new employees who are not yet fully aware of the most efficient & effective ways of performing their jobs
TO IMPROVEMENT QUALITY: Better informed workers are less likely to make operational mistakes. Quality increase may be in relationship to a company product or service, or in reference to the intangible organizational employment atmosphere.
2. **TO HELP A COMPANY FULFILL ITS FUTURE PERSONNEL NEEDS:** organizations that have a good internal educational programme will have to make less drastic manpower changes & adjustments in the event of sudden

personnel alterations. When the need arises, organizational vacancies can more easily be staffed from internal sources if a company initiates & maintains an adequate instructional programme for both its non-supervisory & managerial employees.

3. **TO IMPROVE ORGANIZATIONAL CLIMATE:** An endless chain of positive reactions results from a well-planned training programme. Production & product quality may improve; financial incentives may then be increased, internal promotions become stressed, less supervisory pressure ensure & base pay rate increases result. Identification of training needs of employees due to many factors, but one of the most important of these is the current state of an organization's educational endeavor.
4. **TO IMPROVE HEALTH & SAFETY:** Proper training can help prevent industrial accidents. A safer work environment leads to more stable mental attitudes on the part of employees. Managerial mental state would also improve if supervisors know that they can better themselves through company-designed development programmes.
5. **OBSOLESCENCE PREVENTION:** Training & development programmes foster the initiative & creativity of employees and help to manpower obsolescence, which may be due to age, temperament or motivation, or the inability of a person to adapt him to technological changes.
6. **PERSONAL GROWTH:** Employees on a personal basis gain individually from their exposure to educational experiences. Again management development programmes seems to give participants a wider awareness, an enlarged skill, & enlightened altruistic philosophy, & make enhanced personal growth possible.

It may be observed that the need for training arises from more than one reason.

- An increased use of technology in production;
- Labor turnover arising from normal separations due to death or physical incapacity, for accidents, disease, superannuation, voluntary retirement, promotion within the organization & change of occupation or job.
- Need for additional hand to cope with an increased production of goods & service;
- Old employees need refresher training to enable them to keep abreast of the changing methods, techniques & use of sophisticated tools & equipment.
- Need for enabling employees to the work in more effective way, to reduce learning time, reduce supervision time, and reduce waste & spoilage of raw material.

- Need for reducing grievances & minimizing accidents rates;
- Need for maintaining the validity of an organization as a whole and raising the morale of its employees. A programme of training becomes essential for the purpose of meeting the specific problems of a particular organization arising out of the introduction of new lines of production, changes in design, the demand of competition & economy, quality of material All Content.

Identification of training needs of employees processed, individual adjustments, promotions, career development job & personal changes & changes in the volume of business. Collectively, these purpose directly relate to & comprise the ultimate purpose of organizational training programmes to enhance overall organizational effectiveness.

Conclusion

- ❖ Training needs and identification is used to identify what are the training programmes is to be conducted and the area where training is required.
- ❖ It is the means to achieve motivation and enhance productivity.
- ❖ Building a more efficient, effective and highly motivated team, which enhances the company's competitive position and improves employee morale.
- ❖ Training is basic thing which is provided to all the employee who are newly joined to the organization, without training employee cannot able to perform well in their work.

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