

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 : 19BA202 – HUMAN RESOURCE MANAGEMENT

I YEAR /II SEMESTER

Unit 3 – TRAINING AND EXECUTIVE DEVELOPMENT

Topic 2: Types of training

TRAINING

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

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









TYPES OF TRAINING

Induction or Orientation Training

- Skill Training
- Refresher Training
- Cross-functional Training
- Team Training
- Creative Training breaking away, generate new ideas, delaying judgement.
- Diversity Training
- Literacy Training

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APPROACH TO TRAINING

Assessment

- -- Determine training needs
- -- Identify training objectives
- Implementation
 - -- Select training methods
 - -- Conduct training
- Evaluation
 - -- Compare outcomes against criteria

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ASSESSMENT

a) Determine training objectives

Organisational analysis

- -- Analysis of objectives
- -- Resource utilization objectives
- -- Environmental scanning
- -- Organisational climate analysis

Task or role analysis

Person analysis

ASSESSMENT



b) Identify training objectives

- Orientation Programmes
- Problem Solving
- Innovation



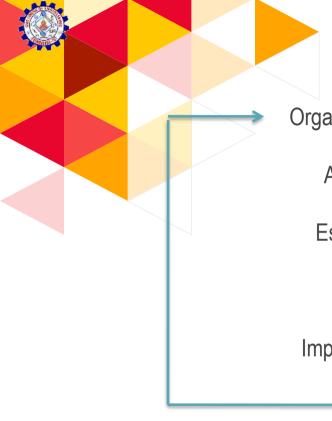
METHODS OF TRAINING

ON THE JOB TRAINING

- 1. JOB ROTATION
- 2. COACHING
- 3. JOB INSTRUCTIONS
- 4. <u>COMMITTEE</u> ASSIGNMENTS
- 5. INTERNSHIP TRAINING

OFF THE JOB TRAINING

- 1. CASE STUDY METHODS
- 2. INCIDENT METHOD
- 3. ROLE PLAY
- 4. IN-BASKET METHOD
- 5. LECTURES
- 6. BUSINESS GAMES
- 7. SIMULATION
- 8. MANAGEMENT EDUCATION
- 9. CONFERENCES





TRAINING PROCESS

Organisational Objectives & Strategies

Assessment of Training Needs

Establishment of Training Needs

Designing Training Program

Implementation of Training Program

Evaluation of Results

Types of training /19BA202-Human Resource Management/Dr.R.Anitha/MBA/SNSCE



EVALUATION OF TRAINING PROGRAMME

Reactions

Learning

- Job behaviour
- Organisation
- Ultimate value
- Comments from Attitude and Training Survey
- Self Reflection



IMPROVING EFFECTIVENESS OF TRAINING

Should be conducted periodically

Ensure all of them attend atleast one training program

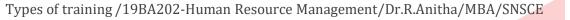
- Training Analysis
- Proper training before each promotion
- Entry level training
- Booklets for future reference
- Trainers should be experts and sound knowledge
- Try to collect trainee's expectation before training
- Their views regarding the attainment of expectations after training



RECAP

QUESTIONS???

THANK YOU



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