



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore - 641 107

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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



APPROACH TO TRAINING

Assessment

- Determine training needs
- Identify training objectives

Implementation

- Select training methods
- Conduct training

Evaluation

- Compare outcomes against criteria



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. COMMITTEE 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





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