A STUDY ON EFFECTIVENESS OF EMPLOYEE TRAINING AND DEVELOPMENT AT NATURAL CAPSULES LIMITED IN PONDICHERRY

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Abstract:

Training can be introduced simply as a process of assisting a person for enhancing his efficiency and effectiveness to a particular work area by getting more knowledge and practices. Also training is important to establish specific skills,abilities and knowledge to an employee. The researcher adopted descriptive design for the study and fifty selected for the study.

Introduction: Training and development play an important role in the effectiveness of organizations and to the experiences of people in work. Training has implications for productivity health and safety at work and personal development. All organizations employing people need to train and develop their staff. Most are cognizant of this requirement and invest effort and other resources in training and development.

Concept of Training: Training is concerned with imparting and developing specific skills for a particular purpose. In earlier practice training programmes focused more on preparation for improved performance in a particular job. Most of the trainees used to be a operative levels like mechanics machine operators and other kinds of skilled workers. When the problem of supervision increased the steps were taken to train supervisors for better supervisors for better supervision however the emphasis was more on mechanical aspects.

Meaning of Training: Training refers to the instructions provided to increase in knowledge and skill for the current job. Development on the other hand has broader scope aims at developing an individual in all respects. Training aims at achieving immediate gains for the organization

Definition of Training: According to Edwin B.Flippo 2002"training is the act of increasing theknowledge and skill of an employee for doing a particular job.

Importance of Training: Imparting of training to the workers and employees has become the number one requirement of the organization in modern times for better performance of the job

and the change brought about by the development in technology. Here it can be said the question of training does not arise but making choice of method of training arise. The importance cannot be underestimated.

- ✓ **Better performance:** Training leads to increase the skill of employee and he performs the job better than before. It improves quality of work.

- ✓ **Less supervision:** The trained worker does not commit mistakes he knows his job well. He work therefore requires less supervision. The supervisor can devote his time for more urgent work.

- ✓ **Economy in use of material and equipment:** Trained workers make better and economic use of material and machines. Wastages are avoided. Trained workers do not cause any damage to machines and equipment because they know how to use them.

- ✓ **Increased morale:** The objective of the training is to change the attitude and outlook of the workers besides increase in knowledge and skills. A trained worker's morale increase because of the support and encouragement he gets from his superior at the workplace.

- ✓ **Uniformity and standardization:** Training provided to workers enables uniformity in works and standardization of methods in performing the jobs. This minimizes the mistakes by the workers because they work with great care and understanding.

- ✓ **Less learning time:** A well planned and systematically organized training progrmmes reduces the learning span. More time is consumed when workers learn through unsystematic and unplanned method of trial and error.

- ✓ **Effective management:** Supervisors can easily delegate their powers to the trained personnel's for the better managerial control.

- ✓ **Filling human resource requirements:** Providing training to the personnel increase the skill, knowledge and talent in them. They can make themselves capable of occupying positions at higher level.

Two methods of the Training Programme:

1. On the Job Training Method: A comprehensive on the job training programme can be undertaken by the organization which containsmultiple methods. The training is imparted on the job and at the place of work where the employee or worker is working. Employee gets training under the same environment where he has to work. This system is very effective and

popular in industrial types of jobs to gain knowledge and functioning of various jobs within the organization.

- **Understudy method:** This method involves a superior providing training to his subordinate as his understudy. The chosen trainee subordinate is most likely to be promoted to the higher post after the retirement or promotion of his superior under whom he is receiving training.

- **Coaching:** This method involves a superior about the knowledge and skill of a job to the junior or subordinate. The superior points out the mistakes committed by the trainee and make suggestions to improve upon.

- **Job instruction training method:** In this method a supervisor explains the knowledge, skill and the method of doing the job the trainee employee. The supervisor then asks the trainee to do the job himself. The supervisor provides the feedback.

- **Committee assignment method:** In this method a committee consisting of a group of employees is given a problem and invited solutions. The employees solve the problem and submit the solution the object of this method is to develop teamwork among the employee.

- **Apprenticeship training method:** As per the apprentice act 1961, the specified industrial establishments have to provide training to the educated unemployed in their establishments enabling them to get employment.

- **Special meetings of the staff:** Special meetings of the staff of the department held periodically to discuss the problems faced by the employees during the performance of the jobs and suggestions are invited to improve performance of the job.

2. Off the Job Training Method: Under this system of training a trainee is taken off from the job and separated from his work situation so that he can fully concentrate on learning and acquiring the knowledge and skills related to the performance of job in a free environment. He is allowed to express freely.

- ❖ **Vestibule training:** Under this method training is provided in a classroom where the actual working situation is created .the tools and equipment's file and other related materials is used in imparting knowledge and skills related to the job. This system of training is mostly suitable for the staff of clerical and semiskilled grades.

❖ **Lecture method:**Lecture is an age old and a direct method of provided instruction. Through lecture the information relating to rules, policies, procedure, and the methods is provided to the trainees. A large group of trainees can be addressed through the lecture method.

❖ **Role playing:**This method of training is used for improving human relations and development of leadership qualities. The trainees get a description of a situation and a role of a managerial character they have to play.

❖ **Conferences and seminars:** Conferences and seminars are the common methods of training. Participants gain knowledge and understanding by attending these conferences and seminars and actively participating in the proceedings.

❖ **Films and slide show:** This is an effective technique of training. It is the medium through which information knowledge and skills relating to job performance with demonstration can be presented more effectively than in other methods.

❖ **Programmed instructions:** This is the recently developed technique which is gaining popularity. The subject matter to be learned is condensed in to logical sequence. The participant has to answer. The special feature of this technique is that it provides instant feedback. The trainee thus knows whether his answer is correct or not.

Development: Development is a systematic process of learning and growth by which managerial personnel gain and apply knowledge, skills, attitudes and insights to manage the work in their organizations effectively and efficiently. It is an educational process through which executives learn conceptual and theoretical knowledge and managerial skills in an organized manner .management development involves relating experience to learning. Development consists of all means by which executives learn to improve their behavior and performance. It is designed to improve the effectiveness of managers in their present jobs and to prepare them for higher jobs in future.

Meaning of Development: Development is a complex issue with many different and sometimes contentious. A basic perspective equates development with economic growth. Learning about development can help us understand more about the causes of and solutions to these problems and can help us be better informed. Development is linked to a third perspective

of development which views it as freeing people from obstacles that affect their ability to develop their own lives and communities

Definition of Development:According to Flippo2003"Development includes the process by which managers and executive acquire not only skills and competency in their present jobs, but also capabilities for future managerial tasks of increasing difficulty. Development is guided self development. An organization can provide opportunities for development of its present and potential managers. But the image for learning has to come from the executive himself.

Principles of Development:

➢ Top management should accept responsibility for development. A senior executive should be made in charge of initiating and implementing the company development programmes.

➢ Every manager must accept direct responsibility for developing the executives under his control on the job.

➢ Development programmes must be geared to the needs of the company and the individual.

➢ Development begins with the selection of the right man for executive positions. Therefore really Good persons should be fed in to development programmes at the entry levels.

➢ A definite strategy spelling out the objectives coverage and type of development programmes should be formulated.

➢ A realistic time schedule for the development of executive personnel should be prepared keeping in view the present and future needs of the organization.

➢ In view of knowledge explosion and the consequent threat of executive obsolescence, development programmes should be available for every executive.

Statement of the Problem: Training and development play vital an important role in any given organization in the modern day. Considering it my study on training and development at Natural capsules limited gives me a scope to know in detail about the different techniques and method adopted by Natural capsules limited and training the employees very effectively and efficiently

by the firm to improvise it, so that it can be utilized effectively and efficiently by the employees in the organization.

Objective of the Study:

1. To analyze needs of training and development of the respondents.
2. To study the methods of training and development adopted by the respondents.
3. To study the effectiveness of the training and development.
4. To identify suitable suggestions to improve training and development.

Research Design for the Study: The researcher adopts descriptive research design for his study. Descriptive research concerned with describing the characteristics of a particular individual. It is also concerned with what and why of a phenomenon. It is involves description and exploration of research problem.

Sampling Technique: The researcher must decide the technique to be in selecting the item for the sample. In fact this techniques to be or procedure stands for the sample design itself. The researcher used simple random sampling for her studies, it's comes under probability random sample method.The total employee working in the 275 out of which the researcher selected fifty respondents from the study

Tools for data collection: The Researcher used the questionnaire for the study. Questionnaire have list of questions to be filled by the respondent.

Table No.1

DemographicProfile of the Respondents

S.No	Respondents Profile	Number (N= 50)	Percentage %
1.	**Age** 1. 20 to 30 2. 30 to 40 3. 40 to 50 4. 50 to 60	30 08 06 06	60 16 12 12
2.	**Sex** 1. Male 2. Female	35 15	70 30
3.	**Marital Status**		

	1. Married	24	48
	2. Unmarried	26	52
4.	**Educational Status**		
	1. SSLC	07	14
	2. Primary School	10	20
	3. Higher Secondary/ Diploma	08	16
	4. Graduates	25	50
5.	**Department Wise**		
	1. Production	16	32
	2. Administration	10	20
	3. IPQC&AC&QA	10	20
	4. Workshop&QC	14	28
6.	**Income**		
	1. Below 10000	21	41
	2. 10000 - 15000	23	46
	3. Above 15000	06	12

Table No.2

Importance of Training and Development

S.No	Importance	Number (N= 50)	Percentage %
1.	**Year of Experience**		
	1. 1 to 5	30	70
	2. 5 to 10	07	14
	3. 10 to 15	07	14
	4. 15 to 20	06	12
2.	**Goal achieve**		
	1. Yes	39	78
	2. No	11	22
3.	**Training helping to improve**		
	1. Agree	35	70
	2. Neutral	05	10
	3. Disagree	10	20
4.	**Job skill and knowledge**		
	1. Agree	40	40
	2. Neutral	03	06
	3. Disagree	07	14
5.	**Method of Training**		
	1. Sept by step	23	46
	2. Lecture	06	12
	3. Conference	06	12

	4. Programme instruction	15	30
6.	**Types of Training**		
	1. On the job training	15	30
	2. Off the job training	05	10
	3. Both	30	60
7.	**Satisfaction of Training**		
	1. Yes	40	80
	2. No	10	90

Table No.3

Effectiveness of Training and Development

S.No	Effectiveness	Number (N= 50)	Percentage %
1.	**Effectiveness**		
	1. Knowledge	17	34
	2. Skill	14	28
	3. Technical	19	38
2.	**Time limited**		
	1. Yes	37	74
	2. No	13	26
3.	**Learning**		
	1. Yes	45	90
	2. No	05	10
4.	**New changes**		
	1. Agree	37	74
	2. Neutral	05	10
	3. Disagree	08	16
5.	**Training Course Facilitate**		
	1. Agree	23	46
	2. Neutral	06	12
	3. Disagree	06	12
6.	**Understand by Training**		
	1. learning	40	80
	2. Sharing information	10	20

Suggestion: The study of training programme must be properly communicated to the workers.Importance of the training must enlightened among the new and experienced workers.Advanced technical aids can be used by the management to have effective results.The Management conducted training programs more effectively in developing others.The

management has to conduct training & development programme in more useful of the training.Time limit training is needed so as to make the programme successDifferent methods can be adopted in a training program to maintain participation of worker.

From the study it is found that employees shows increased agree towards need for training Organization provide capacity benefit of the employee. Hence it is suggested to the management arranged of the training program.It also found the employees achieve the goal and the relevant needs.It has been found that majority of the respondents have given least preference to the suitable training arranged of the training program.From the study it is found that employees satisfied of the effectiveness of training of the management.

Conclusion: Training is considerations as a positive step towards of the knowledge base by the respondents. The training programmeswere adequately designed to the developmental needs of the respondents. Some of the respondents suggested that the time period of the training programmes were less and thus need to be increased.Some of the respondents also suggested that use of latest training methods will enhancethe effectiveness of the training programmes. The training aids used were helpful in improving the overalleffectiveness of the training programmes.The training programmes were able to improve on the job aspect of the employees.

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