

MS-108 (Human Resource Management)

Unit- 11: Training Methods and Techniques

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Traits of a Training Programme

- (i) Training programme ought to be designed with a view to obtain the predetermined targets, goals and desires of the enterprise. It must be less pricey.
- (ii) Training programme should be leopardess for all, within the corporation and no longer for a selected group.
- (iii) Training programme have to pre-planned and nicely organized taking in view, the targets of Training programme. For this cause the complete assignment must be divided in diverse sub-sports such sub-activities need to be organized in a scientific order.
- (iv) Training programme ought to be designed consistent with length, nature and economic role of the priority. A small scale corporation can't find the money for an awful lot to the Training programme.

Traits of a Training Programme (Continued)

(v) Training programme have to be bendy sufficient.

(vi) The programme has to be performed by means of senior and experienced officer of the concern. In big scale firms, training is performed through the Training director who is in charge of the Training segment beneath employees department. Such training director is nicely educated and experienced within the artwork Training.

(vii) Theoretical and realistic aspects of training must take delivery of due concerns even as making ready a training programme.

(viii) It has to be designed in this kind of style as to contain the latest traits developed inside the commercial field. Mental researches may manual the undertaking of a programme. The principle cause of the Training programme ought to be to permit the employee to pick-up the work as quickly as he completes the Training.

Traits of a Training Programme (Continued)

(ix) Training programme ought to be designed taking in view the interests of each business enterprise and the employees. Their group interests need to no longer be suffered.

(x) It isn't always crucial to observe a single technique of Training for all employees. The purpose of Training is to broaden the men and not the strategies, therefore, more than one technique maybe accompanied aspect by means of aspect for distinct corporations.

(xi) The main motive of the training programme need to be to encourage the people to learn something to enhance is task performance and consequently, a praise must be to expected at the concussions of the learning process such as promotion or a better job. The above characteristics should be evolved in designing a legitimate Training programme.

On-the-Job Training

- ❑ On-the job training typically takes place in the ordinary work station;
- ❑ the task will be contributing directly to the output of the department.
- ❑ The principle advantages of on-the -job strategies are that they're sensible, and employees do not lose running time even as they're gaining knowledge

Types of On-the-Job Training

- Job instruction training
- Mentoring
- Job rotation
- Apprenticeships
- Coaching

Advantages of On-the-Job Training

- Training may be introduced at the surest time: as an instance without delay before a process is to be executed ‘for real’ in the place of business.
- The trainee can have opportunities to practice immediately.
- The trainee may have immediate feedback

Disadvantages of On-the-Job Training

- ❑ There is flexibility in OJT as it is convenient for office routine rather than at the optimum time for learning.
- ❑ An excessive amount of Training can be introduced in a single session that leads to ‘information overloads’ and trainee fatigue.
- ❑ The instructor might not have enough know-how of the system or expertise in academic strategies
- ❑ If immediate practice isn't accompanied by using feedback the trainee can feel deserted after the initial reveal in.

Elements of On-the-Job Training

- Preparation
- Start with the learner
- Pick the best time

Off-the-Job Training

- ❑ Off-the-Job Training takes place away from everyday working conditions — implying that the employee does not count as a directly productive worker while such training takes place.
- ❑ Off-the-Job Training has the advantage that it allows people to get away from work and listen greater at the Training itself. This kind of Training has proven powerful in inculcating principles and thoughts.
- ❑ Off-the-job Training is performed away from the work situation and consequently is more frequently than not simulated and/or hypothetical.

Types of Off-the-Job Training

- Lectures
- Orientation
- Presentation
- Demonstration
- Field Trips
- Structured discussions
- Panel discussions
- Topical Discussions
- Question-Answer Panels
- Behaviour Modelling
- Brainstorming
- Case-Studies
- Action Maze
- Incident Process
- Jigsaws
- In-Basket
- Team Tasks
- Role-playing

On-the-Job vs. Off-the-Job Training

Attribute	On-the-Job	Off-the-Job
Meaning	On the job training refers to a form of training which is provided at the work place during the performance of the actual job.	When the employees are given training outside the actual work location, such a type of training is termed as off the job training.
Approach	Practical	Theoretical
Active Participation	Yes	No
Location	At the workplace	Away from workplace

On-the-Job vs. Off-the-Job Training (Continued)

Attribute	On-the-Job	Off-the-Job
Principle	Learning by performing	Learning by acquiring knowledge
Work Disruption	No, because trainees produce the products during learning.	Yes, because first training is provided and it is followed by a performance.
Carried out by	Experienced employees	Professionals or experts.
Cost	Inexpensive	Expensive
Suitable for	Manufacturing firms	Non-manufacturing Firms

Role of Trainer

- ❑ To help the organization and individuals examine and analyse what's occurring inside the organisation. The trainer may draw attention to activities and behaviour inside the group and invite the group to take a look at its experience. At times the trainer can also offer tentative interpretations.
- ❑ To offer theory, model or research that seems associated with what the organization is asking for.
- ❑ To inspire the group to comply with norms that generally tend to serve the knowledge gaining method.

Role of Trainer (Continued)

- ❑ To provide Training and Teaching abilities that generally tend to help the learning system,
- ❑ Does not provide structure or an agenda. To stay silent, permitting the organization to experience its anxiety reputation, effect, and so on.
- ❑ To be willing to reveal oneself, to be open with the group. Sometimes being inclined to provide feedback and task a player.
- ❑ To avoid turning into too directive, clinical, or concerned personally.

Reference

SILM developed by Uttarakhand Open University for MS-108 (Human Resource Management), Year 2020, ISBN: 978-93-85740-14-5.

Thank You!