

E-Content for M.COM-II Semester  
Vanijya Mahavidyalaya, Patna University, Patna  
Subject- Human Resource Management  
Paper Code- COMCC-5, Unit-III  
Topic- Collective Bargaining  
Dr. Ram Pravesh Ram  
Associate Professor of Commerce  
Vanijaya Mahavidyalaya, Patna University, Patna  
Contact No. 9931591543  
E mail- rpram.vmpu05@gmail.com

## TRAINING

Training is teaching, or developing in oneself or others, any skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance.

According to Edwin B Flippo ' Training is the act of increasing the knowledge and skill of an employee for doing a particular job.'

## NEED FOR TRAINING

Training of employees is essential because work force is invaluable Asset to an organisation. It is necessary to provide training both for existing and new employees. It increases the skill of the employees. Training is required on account of the following reasons:

1. Newly appointed persons.
2. Existing experienced employees.
3. Technological changes.
4. Environmental changes.
5. Internal mobility.
6. Problems related with production.

## IMPORTANCE AND ADVANTAGES OF TRAINING

1. Increase in efficiency and productivity.
2. Elimination of wastage.
3. Less learning costs and period.
4. Less supervision.
5. Higher employee morale.
6. Reduction in employee grievances.
7. Reduction in labour turnover absenteeism etc.
8. Reduction in accidents and breakdown.
9. Personnel development.
10. Better organisational climate.
11. Future requirement.

## ADVANTAGES TO EMPLOYEES

Training offers the following benefits to employee:

1. It helps to enhance self confidence among employees. 2. A trained employee can perform their job in a better way compared with others. 3. An employee can handle machines safely. He is also able to adopt a number of safety measures. 4. Training enables a worker to adopt a new assignment. 5. It helps him to obtain promotion quickly. 6. Training helps to acquire new sophisticated technologies which are helpful to perform duties scientifically. 7. It helps an employee handle stress, tension, frustration and conflict. 8. It helps the employee in making better decisions and solving problem effectively.

## METHODS OF TRAINING

As a result of research in the field of training, a number of programs are available some among these are new methods while others are improvements over the traditional method



**On the job training methods:**

This type of training also known as job instruction training this is most commonly used as a method. Under this method, the individual is placed on a regular job & taught the skills necessary to perform the job.

**Following are the on the job training methods:**

**1. Job Rotation** - It involves the movement of the trainee from one job to another. The trainee receives job knowledge & gains experience from his supervisor or trainer. This type of training gives an opportunity to the trainee to understand the problem of employees on other jobs & respect them.

**2.Coaching** - The trainee is placed under a particular supervisor who functions as a coach in training the individual. The supervisor provides feedback to the trainee on his performance & offers him some suggestions for improvement.

**3.Job Instruction** - This method is also known as step by step training. Under this method, the trainer explains to the trainee the way of doing the jobs, knowledge & skill and allows him to do the job. The trainer appraises the performance, provides information & corrects the trainees.

**4) Committee Assignment** - Under this method, a group of trainees is given and asked to solve an actual organization problem. The trainees solve the problem jointly and develop teamwork.

**Off the Job Training Methods:**

Under this method of training, the trainee is separated from the job situation and his attention is focused upon learning the material related to his future job performance.

**1. Vestibule training** - In this method, actual work conditions are simulated in a classroom. Material files and needed equipment are also used in training. This type is used for training personnel for clerical and semi-skilled jobs.

**2 Role-Playing** - It is defined as a method of human interactions that involves realistic behavior in an imaginary situation. This method of training involves action doing the practice. This method is mostly used for developing inter-personal interaction and relations.

**3. Lecture Method-** The lecture is a traditional & direct method of instruction. The instructor organizes the material & gives it to a group of trainees in the form of talk. This is beneficially to train a large group of trainees.

**4. Conference** - It is a method for clerical, professional & supervisory personnel. This involves a group of people who put forth ideas, examines & share facts, ideas assumptions & draw a conclusion. the success of this method depends on the leadership qualities of the person who leads the group.

**5. Programmed Instructions-** In recent years this method has become popular the subject matter to be learned is presented in a series of carefully planned sequence. This method is expensive & time-consuming.