

UNIT 4

INDUCTION AND TRAINING

1) what are the characteristics of induction?

- (i) Encouraging employees to ask questions.
- (ii) Including information on both technical and social aspects of the job.
- (iii) Making the new employee's manager responsible for the orientation.
- (iv) Avoiding embarrassment to the new members.
- (v) Arranging formal and informal interaction with managers and peers.
- (vi) Providing relocation assistance such as house hunting, information about the local society, and etc.
- (vii) Giving information about the company's products, services and customers.
- (viii) Adequately with the culture of the organization such as how work is done, what matters in the organization, which work-related behaviours are acceptable or unacceptable and etc.

2. Explain the objectives of induction

- Provide essential information about the organization to new employees
- To develop employee confidence to become productive employees
- Provide a better understanding of the organization's vision, mission, functions, and other organizational strategies.
- To provide facilities to the employees.
- To introduce new employees to their managers, team leaders, and subordinates.
- To maintain a good relationship with the existing employees.

3. what is the purpose of induction program?

- Workplace culture
- Compliance
- Retention
- Productivity
- Save time and money
- Company reputation

4) Define 'training'. Explain the various methods of training?

Training is a **critical strategic tool usually introduced as teaching specific skills and conducts.**

Methods of training

- I. On the job training and
- II. Off the job training

On the job training:

This is the most common method of training in which a trainee is placed on a specific job and taught the skills and knowledge necessary to perform it

- Job rotation
- Coaching
- Job instruction
- Committee assignments
- Internship training

Off the job training:

The methods of training which are adopted for the development of employees away from the field of the job are known as off the job methods

- Case study method
- Incident method
- Role play
- In-basket method
- Business games
- Grid training
- Lectures
- Conferences

5) Describe the benefits of training.

- Improves morale of employees
- Less Supervisions
- Fewer accident
- Chances of promotion
- Increased productivity
- Reduce employee turnover
- Build a competitive advantage
- Prevent and address skills gaps

6) Discuss the needs for training?

(i) Higher Productivity:

It is essential to increase productivity and reduce cost of production for meeting competition in the market.

(ii) Quality Improvement:

To satisfy the customers, quality of products must be continuously improved through training of workers.

(iii) Reduction of Learning Time:

Systematic training through trained instructors is essential to reduce the training period.

(iv) Industrial Safety:

Trained workers can handle the machines safely. They also know the use of various safety devices in the factory. Thus, they are less prone to industrial accidents.

(iv) Reduction of Turnover and Absenteeism:

Training creates a feeling of confidence in the minds of the workers. It gives them a security at the workplace. As a result, labour turnover and absenteeism rates are reduced.

(vi) Technology Update:

training should be treated as a continuous process to update the employees in the new methods and procedures.

(vii) Effective Management

It helps in reducing the costs of supervision, wastages and industrial accidents. It also helps increase productivity and quality which are the cherished goals of any modern organization.

UNIT 5

PERFORMANCE APPRAISAL, PROMOTIONS AND TRANSFER

1. Define performance appraises?

A performance appraisal is a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. It's a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential.

2)What are the objectives of performance appraisal?

1. To maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
2. To identify the strengths and weaknesses of employees to place right men on right job.
3. To maintain and assess the potential in a person for growth and development.
4. To provide a feedback to employees regarding their performance and related status.
5. It serves as a basis for influencing working habits of the employees.
6. To review and retain the promotional and other training programmes

3)Explain the types of promotions?

1. Horizontal promotion:

When an employee is shifted in the same category, it is called 'horizontal promotion'. A junior clerk promoted to senior clerk is such an example.

2. Vertical Promotion:

This is the kind of promotion when an employee is promoted from a lower category to lower category involving increase in salary, status, authority and responsibility. Generally, promotion means 'vertical promotion'.

3. Dry Promotion:

When promotion is made without increase in salary, it is called 'dry promotion'. For example, a lower level manager is promoted to senior level manager without increase in salary or pay.

4) Explain the purpose of promotions?

1. To recognize an employee's skill and knowledge and utilize it to improve the organisational effectiveness.
2. To reward and motivate employees to higher productivity.
3. To develop competitive spirit and inculcate the zeal in the employees to acquire skill, knowledge etc.
4. To promote employees satisfaction and boost their morale.
5. To build loyalty among the employees toward organisation.
6. To promote good human relations.
7. To retain skilled and talented people.
8. To attract trained, competent and hard working people.

5) Define transfer and promotion?

- Promotion refers to the upward movement of an employee from one job to another higher one, with increase in salary, status and responsibilities. Promotion may be temporary or permanent, depending upon the needs of the organisation.
- A transfer is a horizontal or lateral movement of an employee from one job, section, department, shift, plant or position to another at the same or another place where his salary, status and responsibility are the same.

6) List out the types of transfers

- Production transfer
- Remedial transfer
- Replacement transfer
- Versatility transfer
- Shift transfer
- Penalty transfer

