

# Training

***Dr. Hemantkumar P. Bulsara***

*[B.Engg.(Production), MBA (Marketing, CIS & International Business), FDPM – IIM A, PhD (Management)]*

*Associate Professor – Management*

*Former Head*

*Applied Mathematics and Humanities Department*

*S V National Institute of Technology*

*Surat - India*

# Training, Education and Development

- The term 'training', 'education', 'development' are closely related but their meanings have important distinctions.
- **Training** is the act of increasing the knowledge and skill of an employee for doing a particular job. It is concerned with **imparting specific skills for particular purposes**.
- **Education** is concerned with **increasing general knowledge and understanding of the employee's total environment**.

Following are some important distinctions between training and education:

- The content and scope of training is always specific, narrow and job-related; the content and scope of education is always broad and general.
- Training is always applied and practical; education is usually pure and theoretical.
- Training is mostly of short duration; education is long duration.
- Training gives quick and apparent results; the results of education are not so quick and apparent

The term development is broad one. It includes both training and education. It's aim is to improve overall personality of an individual. The term is mostly used in the context of executives only.

Following are some are some important distinctions between training and development:

- Training is meant for operatives. Development is meant for executives.
- The aim of training is to develop some specific skill in an individual. The aim of development is to develop the total personality of the individual.
- Training is one-shot affair. Development is a continuous process.
- The initiative for training comes from management. The initiative for development comes from the individual himself. To put it differently training is mostly the result of some outside motivation. Development is the result of internal motivation.
- Training is mostly a preparation to meet an individual's present needs. It can thus be seen as reactive process. Development is a preparation to meet his future needs. It is thus largely a proactive process.

# Need and Objectives

The major objectives of training are as follows :

- (1) To train the employee in the company culture pattern.
- (2) To train the employee to increase his quantity and quality of output. This may involve improvement in work methods or skills.
- (3) To train the employee for promotion to higher jobs.
- (4) To train the employee to avoid social mistakes .
- (5) To train the employee toward better job adjustment and high morale.
- (6) To reduce supervision, wastage and accidents . Development of effective work habits and methods of work should contribute toward a reduction in the accident rate, less supervision and wastage of material.

# Determining Training Needs

In order to determine the training needs of an organization the personnel manager should seek information on the following points :

(a) Whether training is needed ?

(b) Where training is needed ?

(c) Which training is needed ?

# Training methods for operatives

## **(1) Training on the job**

- Job Rotation
- Internship Training
- Apprenticeship
- Vestibule school

## **(2) General Education Programs**

## **(3) Simulators and Training Aids**

# Management Development Methods

- A. Methods which aim at improving the decision-making skills of executives ;**
- B. Methods which aim at improving the inter-personal skills of executives ; and**
- C. Methods which aim at improving the executive's knowledge.**



## **A. Methods Which Aim at Improving the Decision-making Skills of Executives**

- (1) Case Study Method**
- (2) Incident Method**
- (3) In-basket Method**
- (4) Management Games**

## **B. Method Which Aim at Improving the Inter-personal Skills of Executives**

- (1) Sensitivity Training (or laboratory training )**
- (2) Role Playing**
- (3) Transactional Analysis**

## **C. Methods which aim at improving the executive's knowledge**

**(1)Conferences**

**(2)Autonomy training**

# Thank You

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**Email: [hbulsara@amhd.svnit.ac.in](mailto:hbulsara@amhd.svnit.ac.in)**

**[hemanmbulsara@gmail.com](mailto:hemanmbulsara@gmail.com)**