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**COURSE: GRANTS MANAGEMENT**

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**MODULE 3 ASSIGNMENT**

**1. Distinguish between training and development. Discuss how training is important for maintaining employee motivation and improving organization efficiency. Critically evaluate the significance of training employee in present day environment.**

Training is the process through which a trainee is able to learn skills that are required for the job. It is done over a short period of time and the employee is able to understand the job requirements.

Development is a continuous process done regularly aimed at improving personality and attitude of employees for all round growth.

**Discuss how training is important for maintaining employee motivation and improving organization efficiency**

Through trainings, employees develop self worth once they understand that they are adequate in their capacityand can also promote loyalty and employee retention for the organization.

It leads to improved employee performance because they are able to understand their duties and responsibilities and delivering promptly on the same. Self confidence gained from these trainings benefits the company.

Trainings are an investment by the company to the employees which goes to show that they are valued. The trainings could have been something that they may have never accessed on their own therefore they fell appreciated and satisfied with their jobs.

Training is an additional benefit on the employee and therefore the recruitment cost goes down due to employee retention.

**2. Distinguish between induction and training highlighting any three advantages of on the job training**

Induction entails welcoming the new employee into the organization, giving them awareness about the company, its policies, job profile and meeting the other members of staff.

Training goes to hone the skills of the new employee whether on the job or off the job skills.

**On the Job Training**

It is specific and focused on the need of the employee who will appreciate getting the information faster than going through manuals and slides.

It makes economic sense for the company to train employees while on the job rather than sending them for conferences outside the work place. Training costs include travel, catering and materials which is minimized when doing it in the work place.

It is systematic and therefore more effective. The employee learns from the supervisor as he performs the tasks which make it clear because of the step by step execution of the task hence the chance to learn systematically.

The employee gets to learn in the actual work set up hence getting the right feel of the working style right from the start. Whatever the trainee gets during the training is what they get.

**3. Successful organizations make deliberate effort to forecast their human resource needs. Explain five reasons for this effort.**

It supports the goals and objectives of the organization by understanding its current needs and selecting the right way to fulfill the need. Forecasting ensures that the right people are are recruited have the ability to complete their jobs and behave well at the workplace.

Future manpower needs are taken care of by ensuring that people are available to provide the continued smooth operation of an organization.

It is important in identifying the skills requirements for various levels of jobs. Trainings are organized to impart the required skill and ability in employees to perform the tasks efficiently and effectively.

For an organization that is coping with change associated with the external environmental factors, the human resources is assessed through HR inventory and adapts it to changing technological ,political and socio cultural forces

**4. Explain five reasons why inadequate staff training may contribute to low organizational productivity.**

Lack of adequate training may lead to employees having difficulty in meeting performance standard. Some may learn through trial and error hence mediocre performance

Untrained employees could end up feeling undervalued and unsatisfied and therefore looking for work in other places .To retain employees it is important to invest in their development.

The organization could use more time and money because an untrained worker is inefficient. They take longer to perform the tasks required of them which could spill over to the overall company goals and objectives.

Failure to invest in training of the new hire an result in the company remaining stagnated and lose relevance in its industry. For the organization and business to remain competitive, the employees should be encouraged to learn new things alongside their industry colleagues.

It could also have legal consequences on the organization. Mistakes made by an employee can esult in lawsuits and fines.

**5. Distinguish between the following terms as used in Human Resource Management a) General Management and Human Resource Management b) Recruitment and selection c) Succession planning and Human Resource planning d) Job design and Job Analysis e) Job evaluation and employee evaluation**

Recruitment: This is the activity of searching for candidates and encouraging them to apply for it while selection is the process of differentiating between the qualified and unqualified candidates and offering them the job.

Succession planning is the process of identifying and recruiting employees, developing their skills and preparing them for advancement while retaining them to ensure a return on the organization’s training investment.

Human Resource planning aims to ensure that the organization has the required number of workers with the required skills and at the required time.

Job analysis is the process of identifying tasks, duties and responsibilities ,qualifications ,skills and knowledge for and individual for a job. It is done for recruitment and evaluating the employees need for training and evaluation.

Job design determines the job tasks and responsibilities an employee has to perform.

Job evaluation is when an organization is seeking to understand whether a task or position is needed by looking at the value of the job, characteristics within a position and determine if it remains relevant.

Employee evaluations analyze an individual’s performance within an organization by setting goals and objectives for the employees. The end result is a promotion, pay rise, demotion or firing of the individual

**6. Explain the usefulness of having job description in the organization**

A job description provides the standard by which an employee can be evaluated recognized for exemplary work, helped to improve or dismissed for not doing their job

Organizations are required to include job descriptions in proposals for new programs or positions.

A job description makes the interviewer’s work easier because they have a clear understanding of the tasks of the position and is clearer to them how to find out an interviewee can perform those tasks.

A clear job description ensures that the organization is able to hire the best candidate as it helps find the most suitable and qualified potentials.