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A PROJECT REPORT ON TRAINING & DEVELOPMENT WITH REFERENCE TO SUJALA PIPES PRIVATE LIMITED

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ABSTRACT

The study titled “**training and development program and its effectiveness**” done at SUJALA PIPES PVT LTD, located at NANDYAL. Training and Development is a function of Human Resource Management concerned with organizational activities aimed at bettering the performance of individuals and groups. The main objective of this study is to examine the effectiveness of training and development at the work place and how it motivating the employee in achieving the career goals. The type of research is descriptive and sampling is simple random. The study is all about that the training and development program can provide a number of benefits to companies as by improving the knowledge, skills, attitude, behaviour of the employee towards the job. It helps to improve the employee performance through a variety of educational methods and programmers.

KEY WORDS: Training and development, Effectiveness, Work place, Performance, Employee and Human Resource Management.

INTRODUCTION

TRAINING:

It is a demonstration of expanding the information, abilities, capacities of an employee for making a specific showing. It is an arranged and transient instructive cycle is utilized to foster the capacity of opportunity for growth of individual to fulfil the current and future necessities of association.

DEVELOPMENT:

Development is nothing but improving the job performance, knowledge, attitude, personality and behaviour of individual through the educational process which is known as training process. It is the process of continuous growth of individual enhance skills, knowledge and capabilities to adapt the changing environments.

For an organization, training and development are important for the growth of organization and profits which depends on training. For every employee to perform well, especially supervisors and manager there is a need of constant training and development. Every organization needs to be well trained and experienced people to perform that activities that have to be done.

Training and Development play an important role in the effectiveness of organization and experience of work in people. Training has the implications for productivity, health and safety at work and personal development. All organization and employing people need to train and develop their staff. Most organizations are cognizant of this requirement and invest effort and other resources in training and development. Such investment can take from of employing specialist training and development staff and paying salaries to staff undergoing training and development.

IMPORTANCE OF TRAINING:

Training is necessary when a person moves from one job to another. After training the employee can change job quickly and improve his performance level and achieve career goals. Training is needed to bridge the gap between what the employee has and what the job demands. Training is necessary to make employee versatile. Training employees would be a valuable asset to an organization. Training becomes necessary and important to develop the employee and make him suitable to the job. Training is important and an imperative tool for organization to improve performance of all employees for the growth and success. It gives benefit to both employees and employers and make more efficient and productive in all aspects. Every organization can develop and enhance the quality level of employees by providing comprehensive training and development. It is essential not only for increasing productivity and also to motivate and inspire the employees by let them know the importance of their jobs and their need to perform those jobs.

BENEFITS OF TRAINING:

- ✓ It helps the employee in solving the problems and in effective decision making
- ✓ It improves individuals job performance, knowledge and skills
- ✓ It provides information to the employees for achieving the organizational goals
- ✓ It helps in developing the organization
- ✓ It helps to gain the knowledge from the trainee
- ✓ It maintains better relation between the boss and subordinates

- ✓ Improves morale of work force
- ✓ It tends to gain the profitability of organization
- ✓ Helps in keeping cost down in many areas e.g. production, administration etc

- ✓ Improves labour management relations

OBJECTIVES OF THE STUDY

- ❖ To study and analyse the effectiveness of training program at Sujala pipes private limited
- ❖ To know how often training programs are conducted in their organization
- ❖ To know what kind of training methods does the organization provide to the employees
- ❖ To know the employee opinion about the training program in their organization
- ❖ To know at what extent does the training and development program helps the employees in their career development.

REVIEW OF LITERATURE

- According to **Edwin B Flippo (1984)** the training is an act of increasing knowledge and skills of an employee for doing a particular job.
- According to **Michel Armstrong (2000)** the training is a systematic development of the knowledge, skills and attitudes required by an individual to perform adequately a given task or job.
- According to **Bates and Davis (2010)** the usefulness of training program is possible only when the trainee is able to practice the theoretical aspects learned in training program in actual work environment.
- According to **Yoder (1970)** the training and development in today's employment setting is far more appropriate than training alone since human resource can exert their full potentials only when the learning process goes for beyond the simple routine.
- According to **Isyaku (2000)** the process of training and development is a continuous one. It is an avenue to acquire more and new knowledge and develop further the skill and techniques to function effectively.
- According to **Karthik R (2012)** the training objectives tell the trainee that what is expected out of him at the end of the training program.
- According to **Chih, Li and Lee (2008)** the training program is dependent on different parameters like attitude of teacher, perceived value, response to learning conditions, desire to learn and do well.
- According to **Hesseling (1971)** the training is a sequence of experiences or opportunities designed to modify a behaviour in order to attain a stated objective.
- According to **Adeniyi (1996)** Staff training and development is a work activity that can make a very significant contribution to the overall effectiveness and profitability of an organization.
- According to **Oribabor (2000)** training aim at developing competencies such as technical, human, conceptual and managerial for the furtherance of individual and organizational growth.

NEED OF THE STUDY:

The employees had to gain the knowledge at Sujala pipes private limited. The purpose of the study is need to upgrade the employee knowledge and skill to accomplish the objectives and goals of the organization. It is necessary to gain the knowledge of improving the quality of working to meet present competitive world requirements. The success and failure of any training program depends upon the effectiveness and procedure adopted by the organization.

RESEARCH METHODOLOGY:

Research methodology refers to the systemic process of planning, conducting and analysing the research studies to answer specific research questions or objectives. It involves the selection of appropriate research methods, techniques and tools to gather, analyse and interpret data effectively. The research methodology outlines the overall approach and framework for conducting a research study, including the research design, data collection methods, sampling technique, data analysis procedures and ethical considerations.

Research design: A descriptive type of research has been applied to the study.

It is a method of research describes the characteristics of population or phenomena. It can answer what, where, when and how questions but not why questions. Descriptive research is an appropriate choice we gather information by surveys, observations, case studies.

Data collection:

- ▶ **Primary data:** The data is collected from the employees through questionnaires.
- ▶ **Secondary data:** This data source consists of both internal and external. Internal data was collected from company report and record. External data consists of published data such as books, journals, websites.

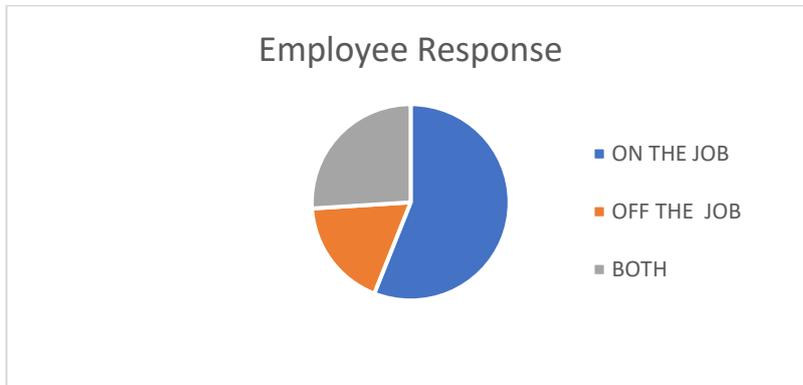
Sampling technique: To collect the data from various department of employees a type of simple random sampling technique was adopted in this project analysis.

Sample size: A sample of 50 employees belonging to various departments were given the questionnaires to know the opinion of training and development program.

DATA ANALYSIS:

Data analysis is the process of processing and analysing the data into useful information informing conclusion and decision making. Analysis refers to breaking a whole into separate components for individual examination. Data analysis is a process for obtaining raw data and converting it into information useful for decision making by users. Data are collected and analysed to answer questions, test hypothesis or disprove theories. It is a process used to inspect, clean, transform and remodel data with a view to reach to a certain conclusion for a given situation.

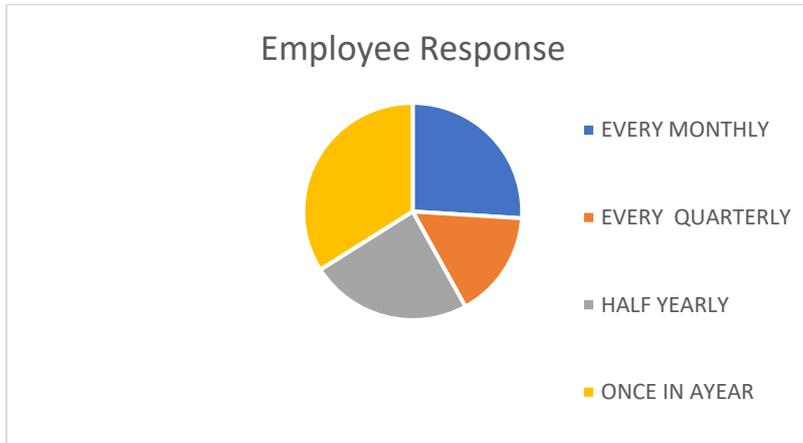
1.Training methods followed by Sujala pipes private limited are:



Interpretation:

Above analysis said that the 56% of the employees prefers on the job training method, 18% employees prefer to off the job and 26% employees prefers to both the methods.

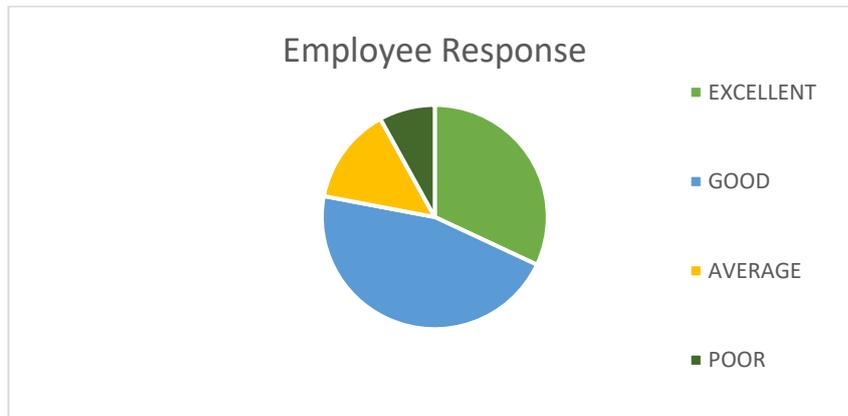
2.How often training program are conducted in their organization?



Interpretation:

Above analysis shows that 34% employees said that training program should be conducted once in a year, 26% employees said that training program should be conducted every month, 24% employees said that half yearly and 16% employees said that training programs are conducted every quarterly.

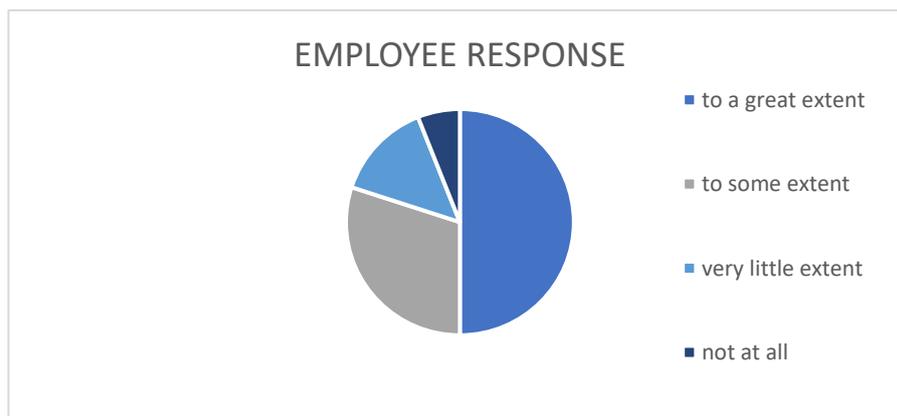
3.Employee opinion about the effectiveness of training program conducted the organization:



Interpretation:

Above analysis said that 32% employees had an opinion about effectiveness of training program conducted in the organization is excellent, 46% employees said good, 14% employees said average and 8% employees said poor.

4.Does the training program conducted in your organization helped in your career development?



Interpretation:

Above analysis said that 50% employees agreed with training program helped in their career development, 30% employees said that to some extent, 14% employees said that too very little extent and 6% employees said that not at all.

FINDINGS:

From my observation I have found that as the organization giving training of both On- the job and Off -the job methods. Most of the respondents expressed that they are interested in On-the job training method and the employees are well participating in the training programs. Most of the respondents expressed their feedback as they are satisfied with the training program which is giving to the employees in the organization and they also agreed with that the training program helps them to upgrade communication skills, leadership skills, team building etc and also it helps them to perform their job effectively in their organization.

SUGGESTIONS:

Pre scheduled training programs should be planned for the employees and also it should be beneficial to the organization. The feedback from the employees should be collected after the completion of each and every training session. Expert personalities from the outside should be bring to improve the quality of training program. It is a need for management to ensure effectiveness in employee performance, career aspirations and in achieving organizational goals.

- Develop the employees with necessary skills to perform their training programs effectively
- Improve the employees to solve the critical problems in their working environments.
- Motivate the employees to create their own opportunities for leading their success at workplace.
- Maintain proper schedules for the training programs and evaluate the performance of employees.

CONCLUSION

In this Organization maximum number of employees satisfied with the training programs conducted at Sujala pipes private limited. Training program helps the employees in gaining knowledge and facing the new challenges at their organization. The relationship should be maintained between the boss and employees. The training should be given to old and new employees which helps them in achieving both individual and organizational goals. Training is needed to develop the employee. It is an essential process and helps to attain the success of organization and improves the productivity and efficiency of organization.

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