

A Study on Training Importance for Employees of their Successful Performance in the Organization

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Abstract: *Training is vital to any company. Employee training is essential for an organization's success. By implementing a training program, you can save your company thousands of dollars a year. Not only will the savings pay off for your company, but you can increase productivity from your employees. Training is very much Important and benefits in all the hierarchical levels of the employees for improving their performance. This study gives a clear understanding about the effectiveness and Importance of the training in respect of employees' performance in the organization. For entry level employees training is very important as well as must for their respective Job. At the same time training would help all levels of employees in their enhancement of their performance on day today bases. Training is not only enhancing their performance also help employees to upgrade their knowledge as well skills in respective of their specialized job as per the current market trends. The primary purpose of organization training is to provide the skills, employees need to make your business better overall. In essence, trained employees can help to achieve high quality performance in a shorter time period.*

Keywords: Training, Performance, Importance, Effectiveness, Benefits, Training need, Employee competency.

1. Introduction

Training is the process of enhancing the skills, capabilities and knowledge of employees for doing particular job. Training process moulds the thinking of an employees and leads to quality performance of employees .It is continues and never ending process .Training is crucial for organization development and success. It is fruitful to both employers and employees of an organization. An employee will become more efficient and productive if he trained well.

Training is given on four basic grounds: 1.New candidates who join an organization are given training. This training familiarizes them with the organizational mission, vision, rules and regulations and the working conditions. 2. The existing employees are trained to refresh and enhance their knowledge. 3. If any updating and amendments take place in technology, training is given to cope up with those changes. For instance, purchasing new equipment, changes in technique of production, computer impartment. The employees are trained about use of new equipments and work methods. 4. When promotion and career growth becomes important. Training is given so that employees are prepared to share the responsibilities of the higher level job.

Training for new employees represents a golden first opportunity to get things off to a good start. It sets a momentum for the new hire. This momentum can be positive for a good experience.For better performance initial training required for new employees in the organization .Interval trainings are very important for all levels of the employees for the quality performance and organization productivity.

Training would not only helpful for the individual competency. It is more helpful for the organization productivity .In the current market competent employees will give more productivity and will get more opportunity at all the level and different field so, Training is playing very vital role in terms of employee and organization

development. The quality and variety of the employee training you provide is key for motivation

2. Objective

1. To know the training impact on the employee performance in the organization.
2. To understand the Training importance and the opportunities in terms of employee performance and organizational development.
3. To understand the training purpose, need and benefits of an Employee competency in the organization.
4. Real Time Training process at top level companies

3. Training Impact on Employee Performance

Employee performance training should follow a true evaluation of the employee's skill and knowledge levels; this needs to be assessed prior to hiring the employee. The knowledge and skill portion of the review considers whether the employee has or is performing the job tasks properly. Does the employee know what to do? Has it been explained clearly and concisely?

A review or performance assessment is the tool that determines what needs to be done in order to improve the employee's performance. Hence, it needs to be clear, concise, informative, measurable and actionable. Without measures and actions, it would be like a journey with a destination and parameters.

With the performance assessment completed by the employee and evaluated by the employer, it will now be known whether the employer will want to invest in additional training. It might be the right time to begin a departure plan. There are some situations where additional training will do absolutely no good. However typically if the employee was 'good enough' to hire, then chances are additional employee performance training will help the 'under achiever' and put him or her back on track for success. Employee performance training will also set a good

tone for existing employees because they will know that their employer is willing to help employees who need additional training. Unless poor performance is the result of lack of knowledge or skill, training will have little if any effect on the problem. Typically, companies will try to solve the problem of poor performance by funneling more dollars into training, poor performance means less productivity.

4. The Training Impact on Main Areas Like as Follows

1. **Improves morale of employees-** Training helps the employee to get job security and job satisfaction. The more satisfied the employee is and the greater is his morale, the more he will contribute to organizational success and the lesser will be employee absenteeism and turnover.
2. **Less supervision-** A well trained employee will be well acquainted with the job and will need less of supervision. Thus, there will be less wastage of time and efforts.
3. **Fewer accidents-** Errors are likely to occur if the employees lack knowledge and skills required for doing a particular job. The more trained an employee is, the less are the chances of committing accidents in job and the more proficient the employee becomes.
4. **Chances of promotion-** Employees acquire skills and efficiency during training. They become more eligible for promotion. They become an asset for the organization.
5. **Increased productivity-** Training improves efficiency and productivity of employees. Well trained employees show both quantity and quality performance. There is less wastage of time, money and resources if employees are properly trained.

5. Employee Training Importance and Opportunities in the Organization

Training is crucial because it Educates workers about the effective use of technology, Ensures competitive edge in the market, Promotes safety and health among employees, Creates opportunities for career development and personal growth, an important factor in retaining workers Helps employers comply with laws and regulations and Improves productivity and profitability.

Surveys indicate the main issue facing business is attracting and retaining good employees. Nationally the average turnover rate is approaching 15%. Keep in mind that a turnover rate of 10% is desirable. Continuous improvement for a company is parting with the lowest 10% of your performers and replacing them with higher quality employees. Therefore, the goal is to part with under-achievers, and retain your top performing employees. Inevitably, you will lose good performers; the key is to minimize that fact.

A complete employee training program includes a formal new hire training program with an overview of the job expectations and performance skills needed to perform the job functions. A new hire training program provides a fundamental understanding of the position and how the position fits within the organizational structure. The more background knowledge the new associate has about how one

workgroup interrelates with ancillary departments, the more the new associate will understand his or her impact on the organization.

Another aspect of a comprehensive employee training program is continuing education. The most effective employee training programs make continuing education an ongoing responsibility of one person in the department. This is an important function that will keep all staff members' current about policies, procedures and the technology used in the department. When advance training was introduced years ago, employees considered it punishment to have to go to a meeting and learn something. It was something akin to going to traffic court and in order not to have the offense appear on your insurance you were given the 'opportunity' to go to drivers education class. How times have changed. Now employees consider additional training as an opportunity and as a highly regarded company benefit.

6. Employees like training opportunities for many reasons including the following

- They can actually learn something that will make their job easier or more enjoyable
- It increases their 'stock value' within the company. They become more desired
- It could lead to a promotion, pay increase, or a new title
- They can include it on their resume someday in the future
- They feel needed by the company, because their employer is willing to invest time and money into their learning experience
- It gives them the chance to do something different, other than their daily job.
- They can be around other employees or peers and build camaraderie.
- It's typically fun
- It might even include a breakfast, lunch, or dinner
- It might include a team building fun event
- It could include company paid travel to get away for while.

The actual training opportunities that exist are as abundant as there are needs to be filled and creative ideas to be surfaced. Training opportunities can be grouped into one of two categories; mandatory and optional. Mandatory training opportunities require employees to participate in those training events. That type of training opportunity provides more benefit to the company than to the employee, though the employee also benefits. This type of training typically covers policy, procedure, HR situations, and legal requirements. Mandatory training typically protects the company from liability whereas optional training opportunities benefit the employee as much if not more than the employer. Optional training benefits the employee not only with his or her current employer; it also helps the employee with most if not all future employment situations.

As you can see, providing training opportunities benefit all who come in contact with the experience. Whether the benefit is short term or long lasting, the opportunity for further training is an exceptional experience for all employees.

7. Purpose, Need and benefits of an Employee Training in Organization

The primary purpose of organization training is to provide the skills employees need to make your business better overall. In essence, trained employees can help to achieve high quality products and services in a shorter time period. Highly skilled workers can provide better customer service experiences and engage more customers for longer periods. McGhee (1997) stated that an organization should commit its resources to a training activity only if, in the best judgment of managers, the training can be expected to achieve some results other than modifying employee behavior. It must support some organizational goals, such as more efficient production or distribution of goods and services, product operating costs, improved quality or more efficient personal relations is the modification of employees behavior affected through training should be aimed at supporting organization objectives.

Competitive advantage is the essence of competitive strategy. It encompasses those capabilities, resources, relationships, and decisions, which permits an organization to capitalize on opportunities in the marketplace and to avoid threats to its desired position, (Lengnick-Hall 1990). Boxall and Purcell (1992) suggest that 'human resource advantage can be traced to better people employed in organizations with better processes.' This echoes the resource based view of the firm, which states that 'distinctive human resource practices help to create the unique competences that determine how firms compete' (Capelli and Crocker- Hefter, 1996). Intellectual capital is the source of competitive advantage for organizations. The challenge is to ensure that firms have the ability to find, assimilate, compensate, and retain human capital in shape of talented individual who can drive a global organization that both responsive to its customer and 'the burgeoning opportunities of technology' (Armstrong, 2005)

8. Real Time Training Process at Top Level Companies

Training @ TCS

In TCS there is a initial Learning programme for 23 days at their main 6 training centers that is induction. Employees will be sent to the locations where they are recruited for stream specific training .There is exams in between the training and after completion of the training and employee training will affect their salary.TCS launches its science to software training program in the Chennai.

Training @ Wipro

Wipro follows three important step in training, 1st month is fundamental readiness programe, 2nd month is project readiness program and 3rd month is real time lab where they need to do a real time project.

Training @ Infosys

In Wipro recruitment recruiters are divided into 2 categories', Computer background and Non computer background.16 week of training in their Mysore campus and after completion of the training at the end employees have

comprehensive exams and their performance will affects on their salary

9. Research Study

The researcher focused Descriptive research design. Data collection has done through the secondary data .collected in form of Books, Journals, Internet and other sources.

10. Suggestions

- 1.Impact of the training directly related to the employee performance, the training effectiveness directly associated not only with performance also with monetary benefit of an employee in the organization.
2. Most of the companies gives more importance and preference towards the fresher's and entry level training. For the more productivity company should always give training at all the hierarchical level of the employees in the organization.
3. Employee motivation is very important for the better performance so, regular training is important for an employee.
4. Organization would invest more capital for the training so, employees should be loyal and committed to the company and work towards the organizational productivity for long duration.

11. Conclusion

Every organization needs to have well-trained and experienced people for performing the activities that have to be done. As the jobs become more complex, the importance of employee development also increases in a rapidly changing society. Employees' training is not only an activity that is desirable but also an activity that an organization must commit its resources to if it is maintaining a viable and knowledgeable workforce.

Training plays an important role in improving organizational effectiveness. It is much needed in the private sector in today's competitive environment, especially after liberalization and globalization. In order to make the training more effective in improving organizational as well as individual performance, it is important that the perception regarding effectiveness of training must be made positive. Creating good learning environment, by providing encouragement in terms of promotion or increment and by linking training more closely to work practices.

The employer classifies the employees in 3 categories namely technical, interpersonal and problem solving. The employer train the employee so that there is a modification in the employee overall skill. Thus, the employee decides as to the type of training, the time of training and form of training. Training means maintenance and improvement of the level of performance of a person in a section or a department. Training is an upgrading performance.

Author Profile

UMA S. N has completed Masters in Business Management with the specialization of HR and got 9 years of experience in corporate

and academic field, worked with national and multinational companies and started carrier in Marketing Field as Business Development Manager and moved in to an interested core specialized filed of HR and served in different companies as HR specialist ,Regional HR Manager, performed core HR generalist role etc., and academic field as Asst Prof and Placement and training Head for PG courses. Exposure in teaching of HR subjects for MBA students in different colleges. Companies worked with- Dalmia India Ltd, Modi groups (Nature's Bounty, Revlon) VLLCC, VTS Ventus India PVT., (Europe based AHU Manufacturing Company) Etc., She helps candidates with the help of her own consulting firm by name "Hollyhock HR Services" providing Training and job opportunities to many fresher's and experience candidates. Past 4years already placed many candidates in Indian and MNC companies from the entry level to top level positions. Exposure in core HR generalist area of Talent Acquisition, Training & development, HR Operation, PMS, HR Polices, Statutory Compliances, Etc., She has conducted Training programs to many colleges for students' employability and provided placement opportunities to many students in different verticals. She has attended National and international Conferences and seminar and Published articles in different international publications.