

A STUDY ON  
TRAINING AND DEVELOPMENT  
(With special reference to UNIK LIFE ACADEMY, HYDERABAD)

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**ABSTRACT**

This article mainly focuses on defining UNIK LIFE ACADEMY training and development programs. It also discusses the aims and scope of the research, as well as training, growth, concepts, management development, training philosophy, features of training, objectives, training functions, identification of training needs, training methodologies, training process, and assessment of training and development programs.

Training and development are a kind of organizational activity that aims to improve the performance of people and groups in the workplace. Human Resource Development (HRD) is a combined job that refers to the development of "human" resources in order to remain competitive in the market. Growth focuses on preparing individuals for future roles and responsibilities, while training focuses on things that workers can do now to prepare them for their present employment. It examines the purpose of training and development as being to establish learning companies that guarantee that workers can successfully do their tasks, obtain a competitive advantage, and seek self-growth via value addition: this quantifiable goal.

The success that comes from strength training and development will help the company grow. It is a means of providing employers with knowledge and experience.

**KEYWORDS: Training, Development, Organization, Human & Resource.**

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## INTRODUCTION

Training and development play an important role in improving the effectiveness of organizations. The perception of the effectiveness of training and development in order to improve both organizational and individual performance is to be made position. It can be accomplished by employee participation in training and development activities creating a good learning environment through support or promotion and especially through the closer linkage between training and development and working practices.

Employee training is the process of teaching employees the skills, information, attitudes, and behaviours they need to do their jobs well. No large industrial enterprise ignores the requirements for the training and development of workers for a long time without adversely affecting its performance. Training is the most important activity that directly contributes to human resource development.

In other words, training is the formal structure of an individual's development. But of all aspects of the product, the labour is the most delicate and favourable. As a result, the organization can use the information appropriately for its needs and objectives.

Management development is a systematic process of growth and development by which managers develop their abilities to manage. So, it is the result of not only participation in formal courses of instruction but also of actual job experience. It is concerned with improving the performance of the managers by giving them opportunities for growth and development.

“The role of the company in management development is to establish the program and the development opportunities for its present and potential managers. Just exposing the employees to lectures, case studies, readings, job rotation, assignments and the like does not guarantee that they will learn.

Thus, training bridges the differences between job requirements and employees' present specifications. Employee training is distinct from management development or executive development. While the former refers to training given to employees in the areas of operations, technical and allied areas, the latter refers to developing an employee in the areas of principles and techniques of management, administration, organization and allied areas.

## OBJECTIVES

1. To examine the kind of training and development followed in the organization.

2. To understand the present practices enforced in respect of training at the personnel department and recommend any changes if necessary.
3. To analyze whether the training and development programs helped the employees in their career growth.

### **LIMITATIONS OF THE STUDY**

1. The first and foremost limitation of the study is the sample size.
2. The study has also been restricted to a single program.
3. The inaccessibility of some of the staff members is also a hindrance to the study.
4. Time has also been a major limitation as the period of project work is only 35 Days.

### **METHODOLOGY**

A methodology is a system of principles, practices and procedures applied to a specific branch of knowledge and it can be described as the method of achieving objectives through data collection.

### **SOURCES OF DATA COLLECTION**

The sources of data collection are primary and secondary sources.

#### **PRIMARY SOURCE**

Primary data is first-hand information gathered directly from the employees of the organization. The method followed for collecting the primary data is the survey approach. The survey was conducted through a questionnaire and personal interviews.

#### **SECONDARY SOURCE**

Secondary data is the data collected from the written material of the organization. The sources of secondary data are

Employee registers

Broachers

Evaluation statement of the employees.

## SAMPLING

I have chosen the convenience sampling method for my data collection.

## SAMPLING SIZE

The sampling size is limited to 124 employees.

## REVIEW OF LITERATURE

**Beryl Badger, Eugene Sadler – Smith, Edwin Michie (1997)**, presented a study on perceptions of the value and effectiveness of Outdoor Training Programs. It pointed out that the companies believed in this form of training and their own perception but there was no clear defined answer to its effectiveness.

**Winfred Arthur Jr.Pamela S.Edens and Suzanne T.Bell, (2003)** recognized many design and evaluation techniques linked to the effectiveness of training based on pertinent literature. In this review, they focused on evaluation methods, execution of training program based on needs assessment and similarity between task and training delivery method.

**Joseph Paul Pulichino (2007)** conducted a detailed study on four levels of training evaluation methodology based on previous literature review. It is conducted to enable training practitioners to understand the usage and benefits of training program of all levels.

**K.Skylar Powell and Serkan Yalcin (2009)**, in this review, they found out there has been little the progress in efficiency of training program and also this study suggested the people to learn and face challenges in order to learn in the workplace.

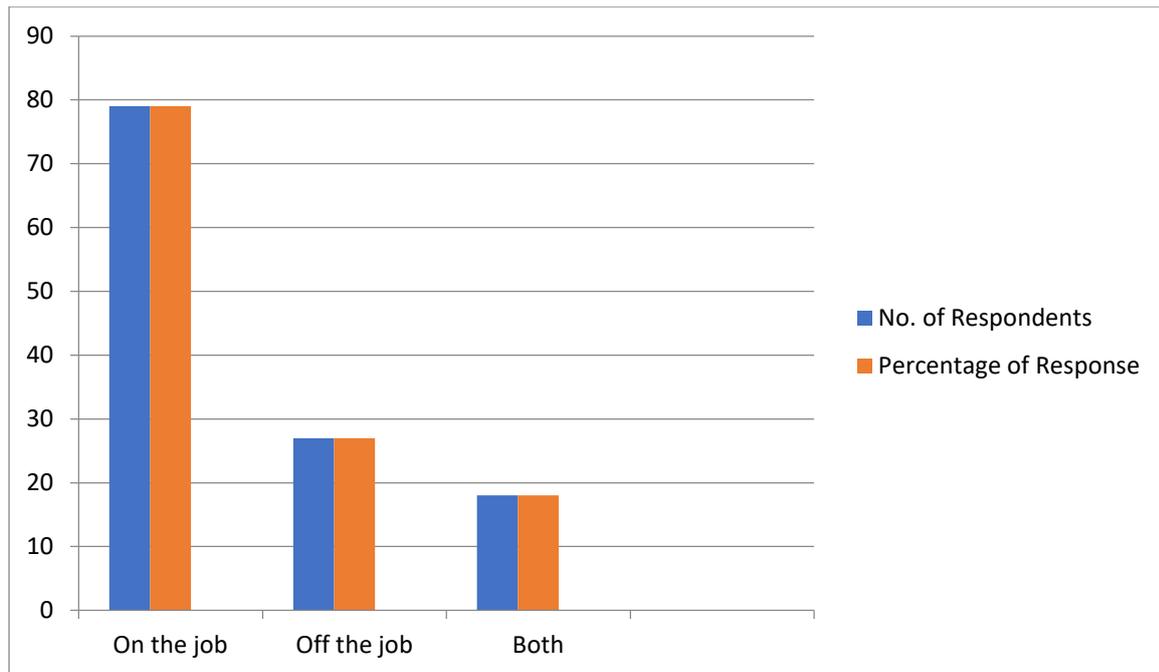
**Diamantidis, Anastasios D; Chatzoglou, Prodromos D (2012)**, examined the effects of training programs in organizations where training was used for development of employees. It indicates the design of the training program is most critical factor ad it has major impact on performance in their job.

## DATA ANALYSIS AND INTERPRETATION

**Table No 1.1. Respondent's opinion on Types of training preferred by employees**

Item of Scale	No. of Respondents	Percentage of Response
On the job	79	79
Off the job	27	27
Both	18	18
Total	124	124

**Chart No 1.1 Respondent's opinion on Types of training preferred by employee**



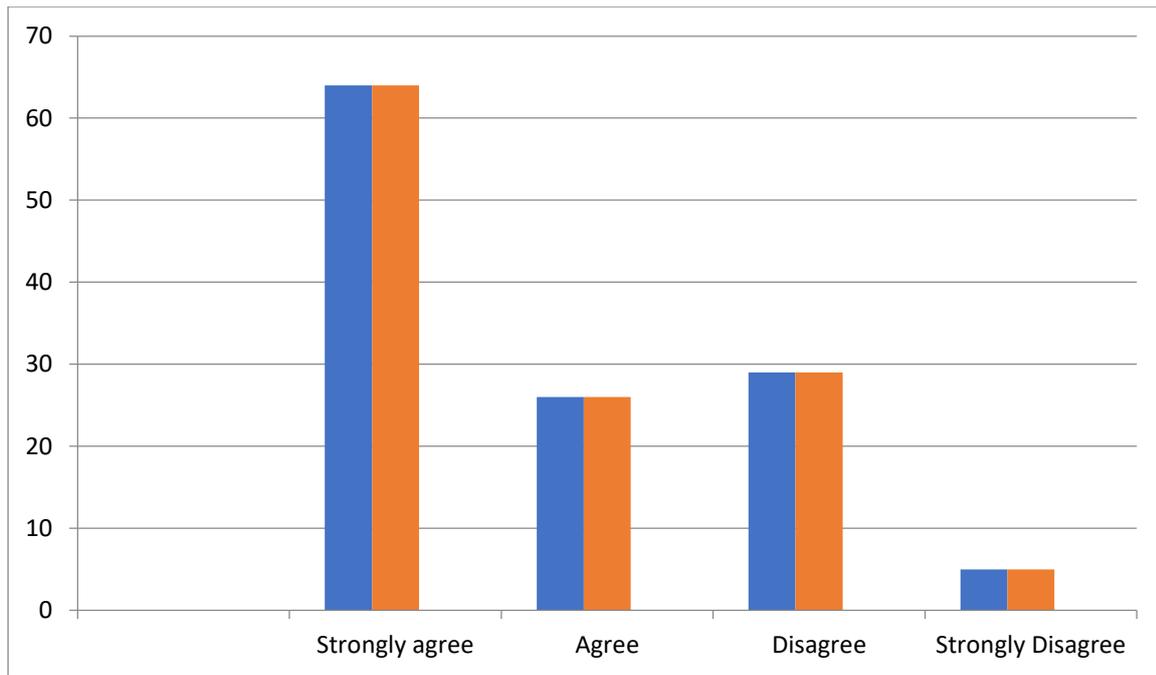
### INTERPRETATION

From the above table, it is clear that 64% of respondents agreed that the company is using on-the-job methods of training by the company, 22% of respondents agreed that the off-job methods are used and 14% of respondents agree that both methods are using the company.

**Table 1.2 Opinion of employees on the improvement of productivity due to the training program**

S. No	Item of scale	No. Of respondents	In (%)
1	Strongly agree	64	64
2	Agree	26	26
3	Disagree	29	29
4	Strongly Disagree	5	5
	Total	124	124

**Chart 1.2 Opinion of employees on the improvement of productivity due to the training program**



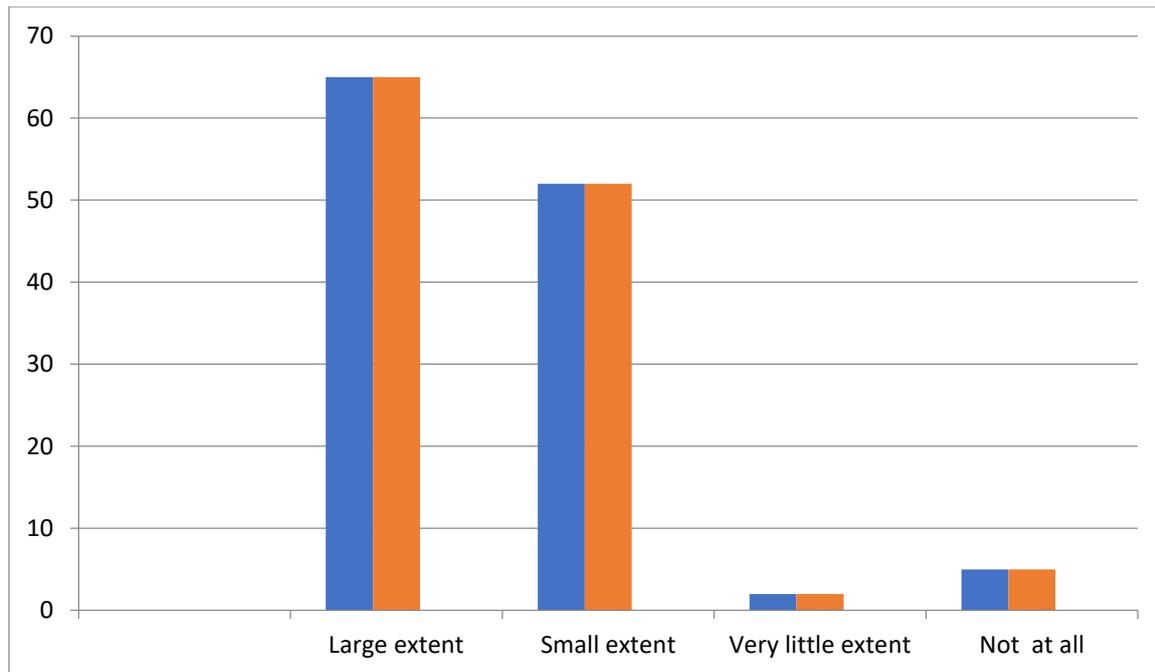
**INTERPRETATION**

From the above table is understood that most of the employees (52%) agreed with the fact that Education & Training helped them to increase their ability to perform at their best to increase productivity. The track record also indicates the same thing.

**TABLE 1.3 Training program advantages in a competitive atmosphere**

s. no	Item of scale	No. Of respondents	In (%)
1	Large extent	65	65
2	Small extent	52	52
3	Very little extent	2	2
4	Not at all	5	5
	Total	124	124

**CHART 1.3 training program advantages in a competitive atmosphere**



## INTERPRETATION

The response of 53% acceptance to a large extent indicates that the training given increases the competitive atmosphere in the organization, and this also helps in improving skill levels.

## FINDINGS

1. Majority of the employees agreed to the fact that Education & Training helped them to increase their ability to perform at their best to increase productivity.
2. Most of the employees prefer 'on the job training' when compared to 'off the job training'.
3. The response indicates that the training given increases the competitive atmosphere in the organization, and this also helps in improving skill levels.
4. Motivational levels of UNIK LIFE ACADEMY, HYDERABAD, are high which encourages the employees in attending the training program and get benefited from it.

## SUGGESTIONS

1. The organization should note that the training programs did not prove stressful and hence should encourage the employees to attend training.
2. More training related to job responsibilities is to be given.
3. Experienced persons are to be made as Faculty for training programs.
4. Trainings on new technological developments are to be given.
5. Feedback collection on effectiveness of training must be strengthened.

## CONCLUSIONS

All the respondents are satisfied with the training programs conducted in UNIK LIFE ACADEMY, HYDERABAD, and TELANGANA. The course was interesting and interactive and enlightens the staff members. They were well-experienced and were able to communicate effectively. All the employees are well aware of the goals and standards of the work to be done in the organization. Training is the main pillar of TPM (Total Productivity Maintenance), it improves skills among employees.

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