



# Development of training needs analysis in organization

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## Abstract

Competition motivates a business to continuously enhance its performance in order to gain a competitive edge. Conducting significant and ongoing training and personnel development is one of the actions implemented. Finding the best training programme for the firm and its employees requires a strategic step called a training need assessment. Additionally, in order to create effective training, trainers must emphasise doing things correctly the first time. The study's source of data, which is literature, is qualitative data of the kind used in that study. Descriptive analysis is the type of data analysis utilised in this study to characterise the thing being researched. This description's goal is to make the artwork, description, or both methodically and far tually accurate.

## Key words :

Training and development, training needs analysis

## INTRODUCTION

A training programme helps employees learn or acquire certain knowledge, skill, and talents that can improve their existing performance. Training entails giving a person new perspective, abilities, and knowledge, which leads to improvement in behaviour. For training must be a planned activity carried out with a requirement analysis at several locations for it to be effective. Level and aim at defined competencies, and it should be carried out during a learning process. Atmosphere. Making ensuring the the personnel is informed and has the necessary abilities may be accomplished through training. Able to complete their work appropriately and effectively. The need for training could also arise once there is the performance being different from what was desired or anticipated, and thus the justification for currently crucial for every business to achieve its overarching aims and objectives. When managers identify the training requirement of their team member, there are a number of factors to take in to account. As a result, encouraging innovation among the workforce will facilitate boosted productivity and improvement business growth rate. However, using TAN is necessary best approaches for identifying performance gaps and gauging how effective the training materials are in general. How effective the training materials are in general, it is found that a thorough analysis and effective implementation, which go hand in hand, ensure incredibly productive. Study of training need for approach bridges the difference in performance between the desired or expected state and the existing state.

There is a growing need for coaching and development are being more and more necessary for businesses in the real estate industry. India's vital sector has largely been disorganised and unstructured, which has hampered its growth. Given the nature of the industry, talent development is becoming more important in a sector of the economy that is concentrating increasingly on customer-centricity from the list of characteristics that make up a top real estate agent a client would look for nowadays is a modern, skill one.

Additionally, it guarantees the organization SWOT analysis or strategic designing. With the appropriate training, these strengths will be strengths and any weakness can be identified as a factor that needs special attention. The article included demonstrates the company understanding of its training needs, but it also displays the priority of various requirements based on anticipated future competencies.

## LITERATURE REVIEW

According to Nel, Gerber, Van Dyk, Haasbroek, Schults, Sono, Werner (2004) training is a learning experience because it aims to bring about a reasonably permanent change in an individual that will enhance that person's capacity to function on the job.[8]. Employee education is important, according to Swanepoel, Erasmus, Van Wyk, and Schenk (2003)[9].

Employees give their employees with learning that is relevant to their jobs. According to Masitsa (2005), training as a method of getting ready for or being ready for a profession that emphasises honing particular skills and skills needs to do the job. Martins (2005)[10]. Describes training as any activity that gives people more power. A worker to put in to practise a brand-new functioning procedure. Van Vuuren, Visser, and Cavaleros(2002) describe training and event, practise, or routine that prepares people for discipline or regimen that causes people to acquire new predetermined behaviours.

According to Erasmus and Van Dyk (1999),[9] training is viewed as a systematic and organised procedure to alter employees knowledge, skill, and behaviour, in order to meet organisational goals. It is a teaching experience in that it tries to bring about a reasonably long-lasting change in a person that will increase their capacity to accomplish at work.

## RESEARCH METHODOLOGY

### RESEARCH DESIGN

This study is Descriptive Research in nature. Descriptive research involves gathering data that describe events and then organizes, tabulates, depicts, and describes the data collection. The main purpose of descriptive research is explanation of the set of circumstances as it is present as such.

### SAMPLE SIZE

In this research the sample size constitute selected employees 100 and supervisors in the Sterling Biotech Ltd.

### SAMPLING METHOD

Simple random sampling technique is to used in this project.

### SOURCES OF DATA

Both primary and secondary data shall be used to satisfy the objectives of study.

### PRIMARY DATA

The study is based on primary data to be collected through structured questionnaires.

### SECONDARY DATA

The data regarding company profile industry are collected from office records and internet.

### TOOLS FOR DATA

ANALYSIS For analysis and interpretation of primary data percentage analysis is to be used mainly due to qualitative nature of data and bar diagram are to be used to represent them in pictorial form.

### SAMPLE FRAME

The representative sampling unit in appropriate and justified size would be conveniently Drawn from different employees across various departments, agegroup, occupation, education, gender, and income from the selected respondent.

### RESEARCH INSTRUMENT

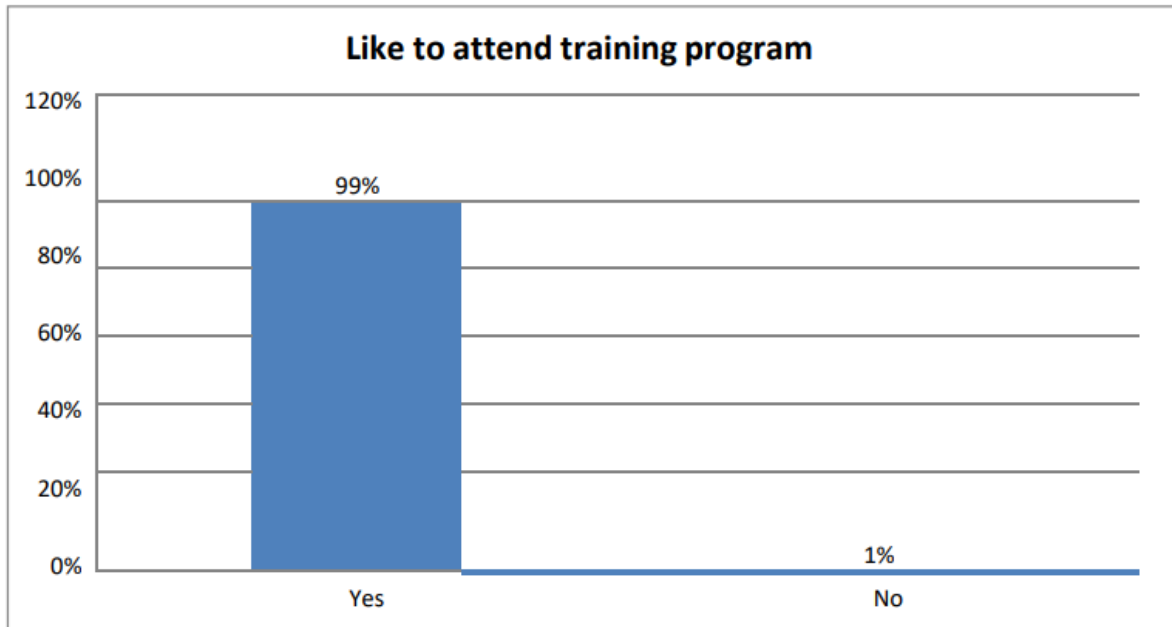
The research will put to use structured non-disguised questionnaire to get responses from the employees at Sterling Biotech Ltd.

### DATA ANALYSIS

1. Table 1: Like to attend training program.

Like to attend training program	No. of Respondents N= 100	Percentage
Yes	99	99%
No	1	1%
	<b>100</b>	<b>100%</b>

Figure 1 :



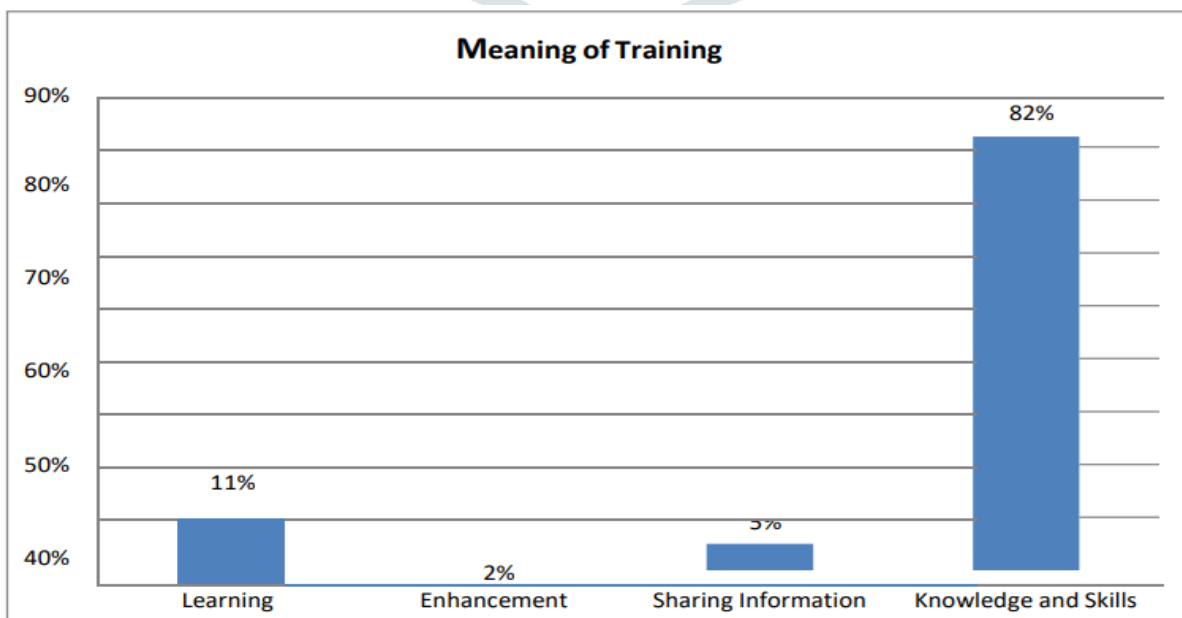
Interpretation:

In Table 1 and Figure 1, 99% of the respondents agree that they like to attend training program and 1% of the respondents does not like to attend training program for their necessary performance.

Table 2: Meaning of Training

Meaning of Training	No. of Respondents N= 10	Percentage
Learning	11	11%
Enhancement	2	2%
Sharing Informatio	5	5%
Knowledge and Skill	82	82%
	100	100%

Figure 2:



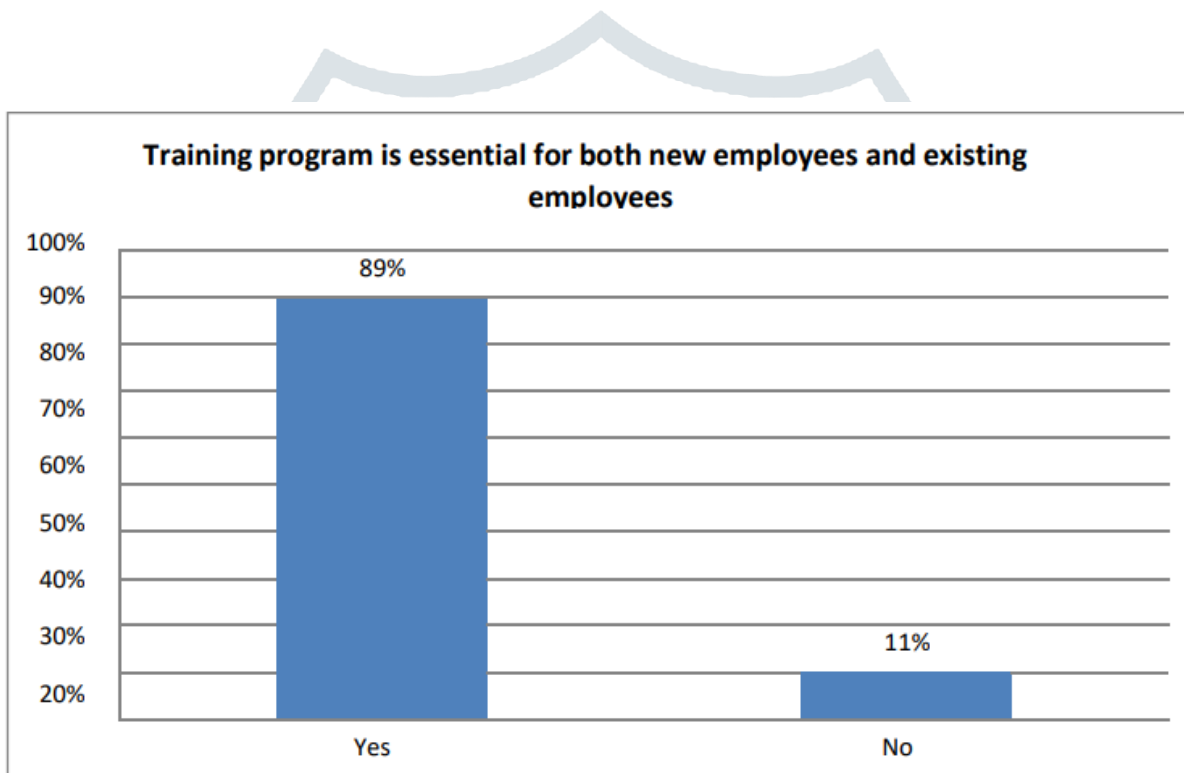
Interpretation:

In Table 2 and Figure 2, 82% of the respondents agree that training means it is knowledge and skills, 11% of the respondents agree that training means learning, 5% of the respondents agree that training for them is sharing information and 2 % of the respondents agree that training is enhancement of their knowledge and skills necessary for their performance.

3. Table Training program is essential for both new employees and existing employees

Training program is essential for both new employees and existing employees	No. of Respondents N= 100	Percentage
Yes	89	89%
No	11	11%
	<b>100</b>	<b>100%</b>

Figure - 3



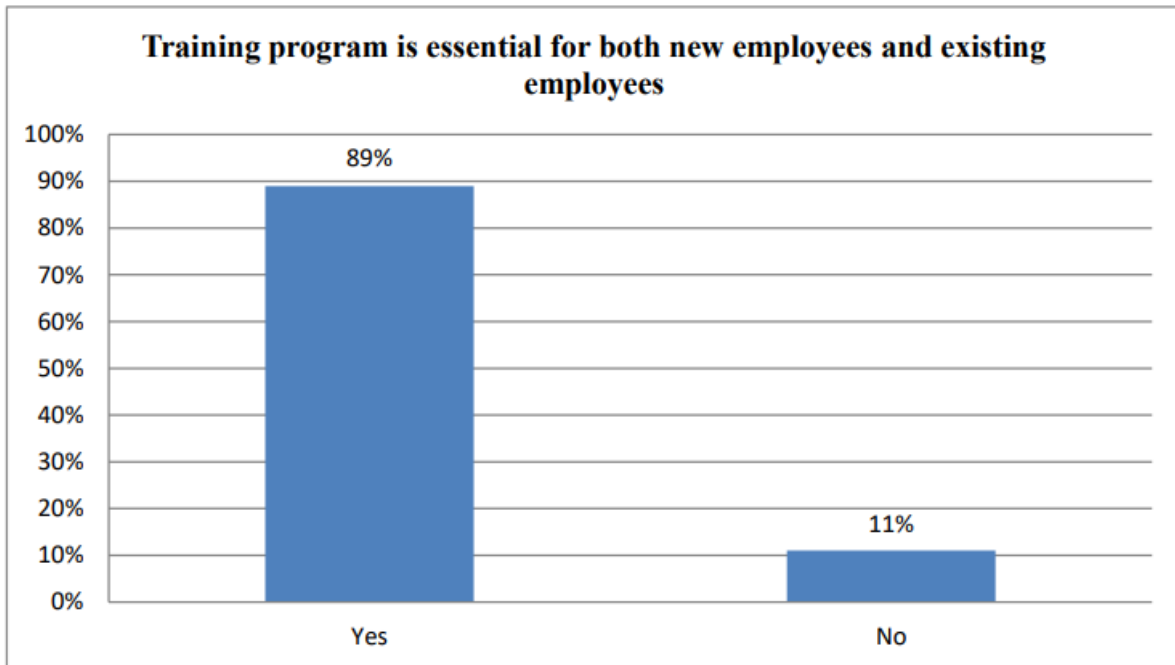
Interpretation:

In Table 3 and Figure 3, 89%of the respondents agree that training program is essential for both new employees and existing employee, 11% of the respondents does not agree with the statement.

4. Table 4: Organization considers training as a part of organizational strategy.

Organization considers training as a part of organizational strategy	No. of Respondents N= 100	Percentage
Agree	56	56%
Strongly agree	26	26%
Neatral	17	17%
Disagree	0	0%
Strongly disagree	1	1%
	<b>100</b>	<b>100%</b>

Figure - 3



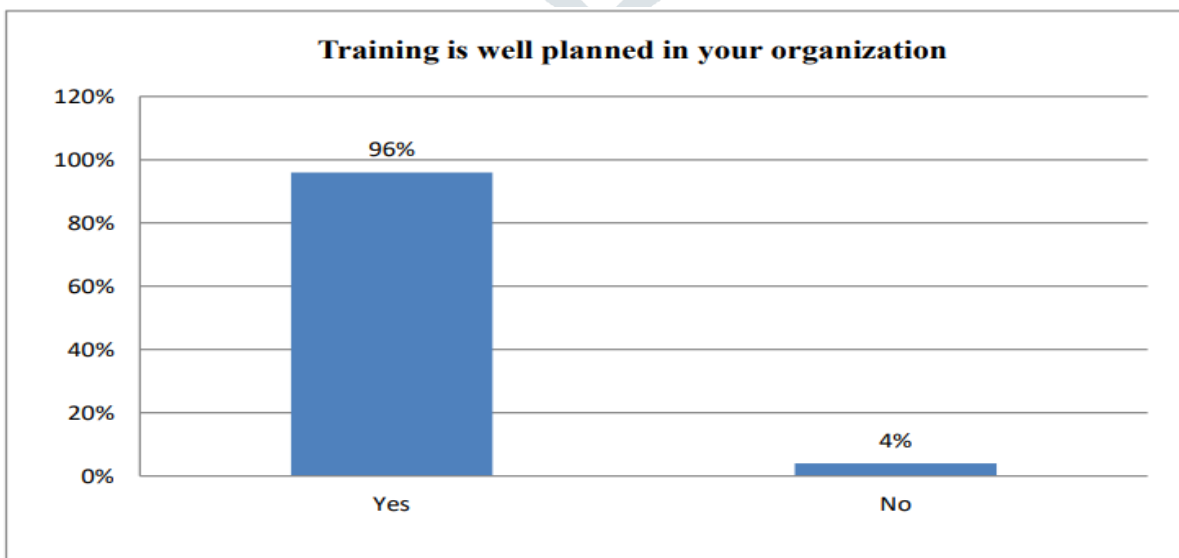
**Interpretation:**

In Table 3 and Figure 3, 89% of the respondents agree that training program is essential for both new employees and existing employee, 11% of the respondents does not agree with the statement.

**5. Table 5: Training is well planned in your organization.**

Training is well planned in your organization	No. of Respondents N= 100	Percentage
Yes	96	96%
No	4	4%
	<b>100</b>	<b>100%</b>

Figure 5:



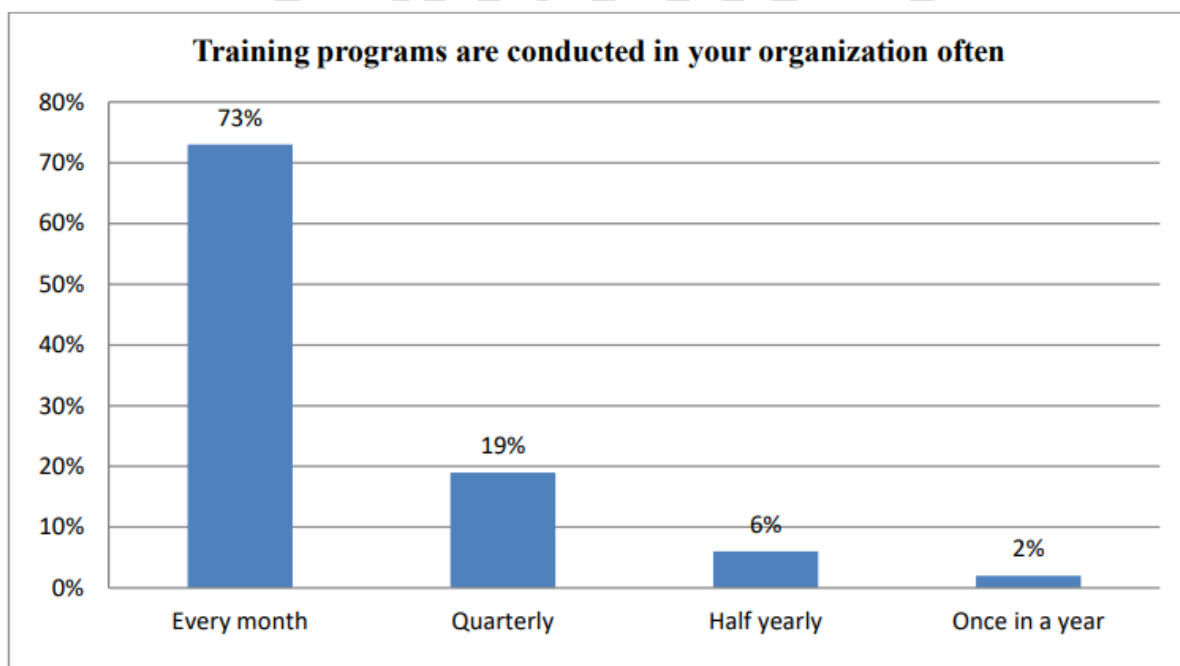
**Interpretation:**

In Table 5 and Figure 5, 96% of the respondents agree that training is well planned in their organization, 4% of the respondents does not agree that it is well planned.

**6. Table 6: Training programs are conducted in your organization oftenly**

Training programs are conducted in your organization often	No. of Respondents N= 100	Percentage
Every month	73	73%
Quarterly	19	19%
Half yearly	6	6%
Once in a year	2	2%
	<b>100</b>	<b>100%</b>

Figure 6:

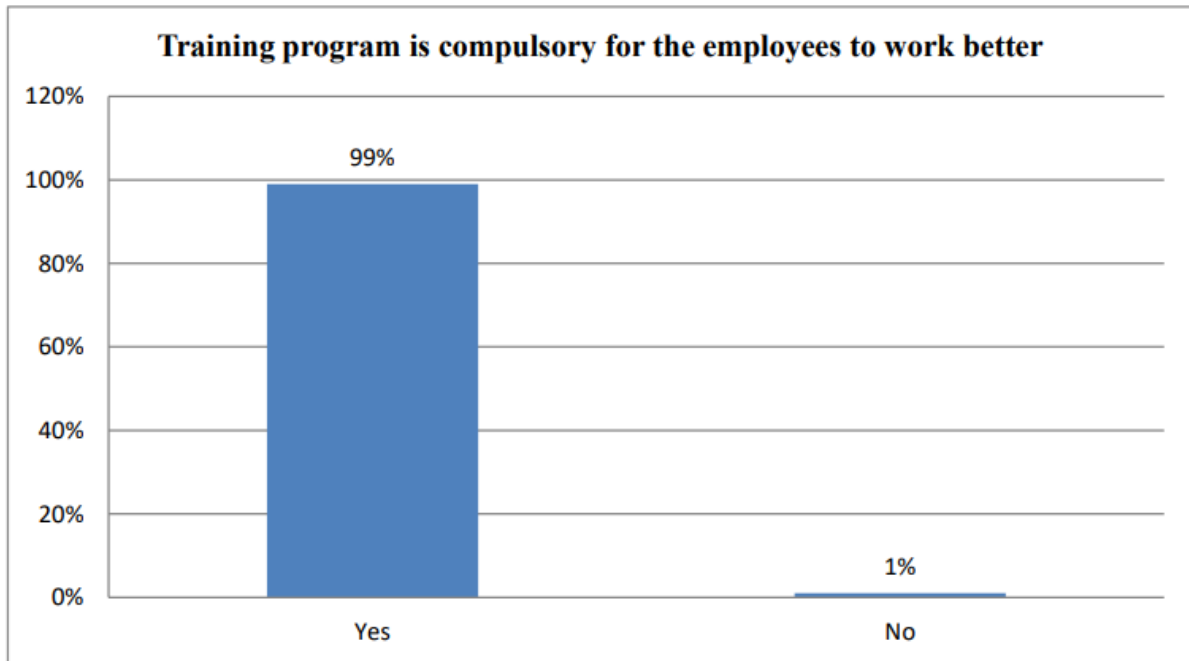
**Interpretation:**

According to Table 6 and Figure 6, 73% of respondents agree that their firm conducts training programmes every month, and 19% of respondents agree that quarterly requirements their organization's training initiatives. Half yearly training is required, according to 6% of respondents, while once a year training is provided to employees, according to 2% of respondents.

**7. Table 7: Training program is compulsory for the employees to work better.**

Training program is compulsory for the employees to work better	No. of Respondents N= 100	Percentage
Yes	99	99%
No	1	1%
	<b>100</b>	<b>100%</b>

Figure 7:



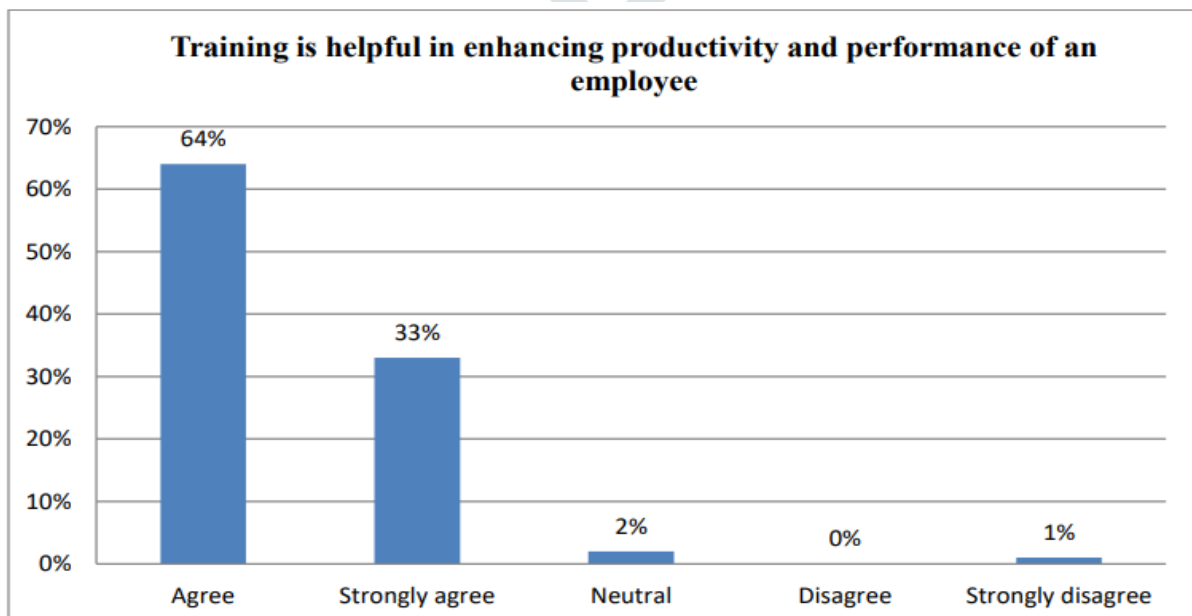
**Interpretation:**

The majority of respondents in Table 7 and Figure 7 concur that training programmes are necessary for employees to function more effectively.

**8. Table 8: Training is helpful in enhancing productivity and performance of employees.**

Training is helpful in enhancing productivity and performance of employees	No. of Respondents	N=	Percentage
Agree	64		64%
Strongly agree	33		33%
Neutral	2		2%
Disagree	0		0%
Strongly disagree	1		1%
	<b>100</b>		<b>100%</b>

Figure 8:





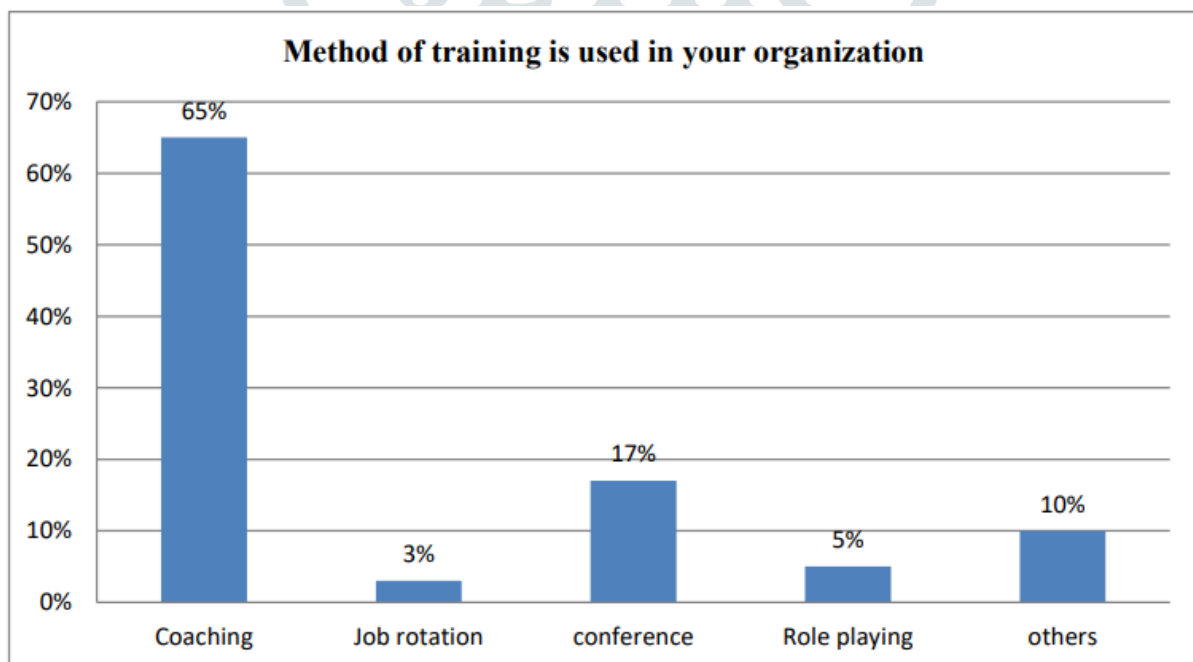
**Interpretation:**

According to Table 8 and Figure 8, 97% of respondents concur that training improves an employee's performance and production, whereas 2% of respondents are undecided. and only 1% of respondents dispute the assertion.

**9. Table9 Method of training is used in your organization.**

Method of training is used in your organization	No. of Respondents N= 100	Percentage
Coaching	65	65%
Job rotation	3	3%
Conference	17	17%
Role playing	5	5%
Others	10	10%
	<b>100</b>	<b>100%</b>

Figure 9 :

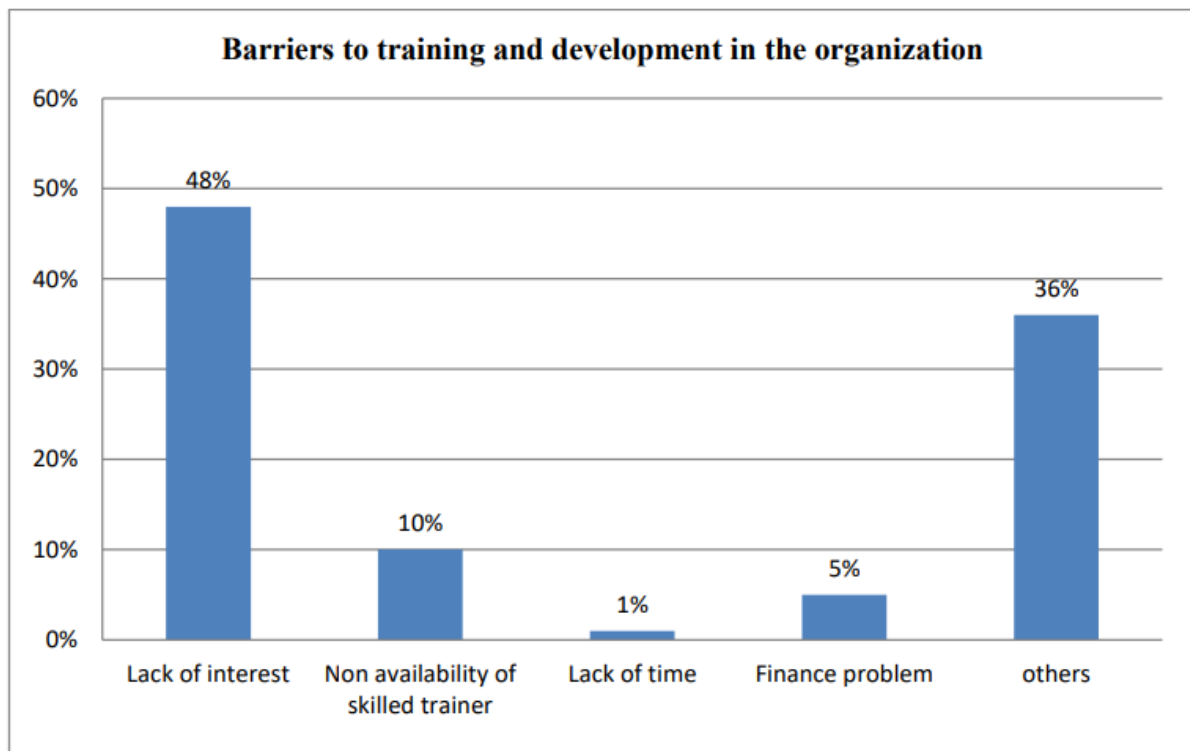
**Interpretation:**

65% of respondents in Table 9 and Figure 9 concur that coaching is the best way to implement training in an organisation. 17% of those surveyed concur that they view conferences as their instruction, 5% of respondents say that role-playing is their preferred form of training and relaxation. 3% of employers feel that rotating jobs among their staff members is the best approach.

10. Table 10: Barriers to training and development in the organization

Barriers to training and development in the organization.	No. of Respondents N= 100	Percentage
Lack of interest	48	48%
Non availability of skilled trainer	10	10%
Lack of time	1	1%
Finance problem	5	5%
others	36	36%
	<b>100</b>	<b>100%</b>

Figure 10:



## Interpretation:

According to Table 10 and Figure 10, 48% of respondents concur that a barrier to training and development in their workplace is a lack of motivation. 10% of those surveyed concur that barriers be the lack of skilled labourers. 5% of the respondents might concur that money is their organization's biggest obstacle to training and development, while the remaining 95% claim something else is to blame.

## Findings:

- 99% of respondents concur that they enjoy participating in training programmes.
- According to 82% of respondents, training comprises knowledge and skills.
- The majority of respondents concur that training programmes are important for both new hires and current personnel.
- The majority of respondents—82%—strongly concur that organisational strategy should include training.
- The majority of respondents concur that training is thoughtfully organised at their company.
- According to 73% of respondents, training sessions are held every month at their company.

- The majority of respondents concur that employees must participate in training programmes in order to improve their performance.
- 97% of respondents concur that training improves an employee's performance and productivity.
- 65% of respondents concur that coaching is the best way to implement training in the workplace.
- According to 48% of respondents, the main obstacle to training and development in their organisation is a lack of enthusiasm.
- 77% of respondents concur that their company needs to adopt a training plan within two to three months.
- The majority of respondents concur that training is pertinent to the organization's needs.
- 89% of respondents concur that training enhances the relationship between employees and employers.
- 68% of respondents firmly concur that training increases employees' motivation levels.
- 51% of respondents concur that training programmes give workers the authority and accountability to make decisions.
- 81% of respondents concur that training methods should emphasise teamwork and leadership development.
- 96% of respondents concur that instructors should reply to trainees' questions.
- 86% of respondents concur that employees are given preference for new assignments after training.
- According to 63% of respondents, the training program's effectiveness is outstanding.
- 95% of respondents concur that feedback can assess a training program's efficacy.

### **Suggestions :**

1. In order to operate more effectively and efficiently, employees should choose the training programmes they require, as well as some of the training they would like to do.
2. The HR department should hold briefing and debriefing sessions for employees who are undergoing training in order to explain the purpose of the training and what the participants will learn. After the training is complete, the HR department should also solicit feedback regarding the effectiveness of the training in order to make the necessary adjustments to training programmes.
3. In addition to on-the-job training, the HR Department should regularly offer value-additional courses including those on time management, stress management, and group communication.
4. Every employee who has received training should have their performance reviewed in order to improve the quality of the training activities, the trainers' ability to relate input to output, and the employees' comprehension of the training programme.
5. Training programmes should assess trainees' aptitudes for a given position or set of job-related skills.
6. It should work to reduce the discrepancy between the expected and actual levels of performance.
7. It ought to offer new hires or trainees a methodical pace for acquiring the knowledge and abilities necessary to carry out their activities and obligations in a meaningful and purposeful manner.
8. The business should regularly hold training sessions to help employees improve their knowledge for their existing roles.
9. The business should create a training programme based on the present demands, which include the development of personality, time management, technical abilities, and computer expertise.
10. To increase trainee and instructor engagement, the training session should be made more interactive and participatory.

### **Conclusion :**

From the time of hiring until retirement, HRM is simply the management of human resources, and each employee needs a training programme to advance their knowledge and abilities. In the competitive world of today, when survival depends on a variety of elements, it is the employees who help the organisation achieve its objectives. Identification of employee training and development needs is crucial for the organisation. It will assist in achieving both personal and organisational goals, as well as helping current employees be more productive and improve their standard of living.

When an organisation provides its employees with adequate training and development, it helps boost the employees' interest in their work and in the organisation. Additionally, when an organisation conducts training and development, it helps to identify the current level of performance of the personnel and what adjustments are necessary to enhance their knowledge, experience, attitude, and skills. It is also able to see the negative effects of current issues in the initiatives that are increasing revenues and goodwill.

Due to the numerous issues the organisation faces as a result of inadequate training, including workplace harassment, alcohol use, fighting, workplace accidents, and injury, training must be provided for all of these teams correctly, and the company needs to be aware of the employees' issues. Training must be provided in areas that primarily affect employees, such as on-the-job training programmes.

We can draw the conclusion from the study that there is a reasonable level of overall employee satisfaction with the training programmes. The staff members concur that the training initiatives aid in boosting productivity and achieving the organisational objective.

As a result, even if the organization's training programmes are first-rate, they have not been adequately utilised by the staff because not all departments are required to participate in them. There is more room to expand and enhance its future training initiatives to satisfy the demands of the global market

