

## **Employee training and executive development and its importance: A Review**

**Ashish Kumar**

Asstt professor, Vaish Institute of Management and Technology, Rohtak.

ashishbansal891@gmail.com

### **Abstract**

The success of every company is heavily dependent on its personnel in every industry. “The firm also has to guarantee that its personnel are efficient in order to be financially powerful and competitive on the market. As a result, firms must pay attention to employee happiness and retention in order to maintain this vital human resource. Some businesses believe that workers only care about the money they can make from their employment”. Employees put a significant value on the intrinsic advantages of their occupations, and this statement ignores this fact. As a result, not only is it bad for staff morale and retention, but it's also bad for business. To thrive in a constantly changing business climate, every company needs have personnel that are capable of adapting quickly. Investing heavily in staff training and development is now the norm for most businesses, since it is the only way to stay competitive and profitable. Organizations are increasingly turning to training as a means of keeping up with the competition in the market.

**Keywords:** Organization, Financially, Competitive, Satisfaction, Environment, Professions etc.

### **Introduction**

The human resources department is responsible for training and development. The term "training refers to a structured process via which individuals get instruction and training on job-related technical topics. Workers are taught how to utilise certain equipment or how to do specific activities in order to boost productivity. Development, on the other hand, refers to a person's overall development and maturity as a manager. Insights, attitudes, adaptability, leadership, and human interactions are all part of the growth process”.

In training, an individual's ability to do a task or job effectively is developed via a process of methodical learning. The goal of training is to raise the overall efficiency of an organisation through raising the efficiency of its personnel. In contrast to training, which focuses on present duties, development focuses on future ones.

Employee performance can be improved, skills can be kept current, managerial obsolescence can be avoided, promotions and management succession can be planned, and personal development requirements can be met via training. Training needs are decided based on the organization's and the employee's specific requirements.

A company's rules and processes, particular talents, interpersonal interactions, and management abilities are all areas in which personnel get training. Apprenticeship programmes are also offered by certain businesses. On-the-job and off-the-job training techniques exist. On-the-job training involves putting a trainee into a real-world environment and letting him learn by doing and by getting his hands dirty. Apprenticeship and coaching, work rotation, and committee assignments are all examples of on-the-job techniques of training. In other words, off-the-job training is any instruction that an individual receives outside of their regular working environment. It's all about learning from the trainer's lectures or by doing simulated activities in this case for the employee. Classes, simulation exercises, computer modelling, vestibule training and role acting are all examples of off-the-job training approaches. Programmed teaching is another. The effectiveness of a training programme may be evaluated by conducting systematic evaluations of training activities. There are several benefits to training, including increased productivity, less supervision, fewer accidents, and more organisational stability.

In addition to training, a business should focus on developing its managers. It is via this process of methodical growth and development that workers improve their managerial talents. It is focused on the future and the education of its workers. Improved problem-solving and critical thinking skills are gained via management development training. It aids the manager in carrying out his many responsibilities, like as planning, performance monitoring, communication, and employee development, in an efficient manner. Employee and organisational effectiveness are both benefited by management development programmes that are tailored to particular goals.

The path to managerial advancement is a multi-step one. An organization's present management resources are evaluated, goals are reviewed, individual development needs are identified, training programmes are created, and the efficacy of these initiatives is assessed.

Methods of development fall into two broad categories: on-the-job training and off-the-job training. Coaching, job rotation, understudy assignments, and multiple management are a few of the ways often employed for professional growth while working. Simulations, sensitivity training, transactional analysis, conferences, and lectures are all examples of off-the-job development approaches. To guarantee that the management development programmes are successful, they must be assessed on a regular basis.

### **Difference between training and development**

As a manager, you are responsible for training your employees in order to make them better at what they do, and to help them become better at what they do. Instead than emphasising hard skills, training focuses on soft ones like psychology and teamwork.

Even though numerous writers have already established the difference between training and development, little doubt remains about the distinction. Training and development are often referred to as "one and the same" in many organisations. In most cases, "training" refers to the process of imparting information and skills to workers. Both training and development are essential parts of an organization's daily operations, but employee training will focus on a specific job for a certain length of time and will be delivered on a regular basis anytime the skills required to execute that position need to be updated. For the most part, training is used to educate employees on how to do a certain job or activity in the workplace, such as operating a specific piece of technology or equipment. Ultimately, workers will be trained by a professional in a specific task that requires a high degree of technical expertise. Budgeting for staff training is a critical overhead in numerous and big organisations, especially in government agencies, and it has never been disregarded. As a result of the high cost of delivering staff training and the regularity with which it must be updated due to the unpredictable nature of technological progress, businesses spend

significant sums on it. As a result, training for personnel is more regular than in other sectors in order to be informed of new technologies and to keep their skills up to date.

In terms of staff growth, we don't hear or see anything like an employee training programme in the company. People who have management responsibilities often benefit from psychologically focused training for their employees. It is true that managers who are more efficient can manage a larger workforce, but technical tasks cannot be completed by just one person or by using the barest minimum of available competent labour when high or huge output is required. Employees' long-term success depends on their ability to learn from their mistakes and apply what they've learned to new situations. Management workers are also given training in order to better understand their subordinates' job and therefore be able to better manage them.

### **Importance of Training and Development:**

As previously said, training and development programmes may assist workers improve their performance. While this is always true, it's especially true when a person's incompetence or unwillingness to develop the skills necessary for their position is driven by a weakness in ability rather than a shortage in desire to perform.

A third factor is that supervisors and peers be enthusiastic about the desired behaviour.

An organization's stability, adaptability, and capability for expansion are all improved. Employees who get proper training are more likely to remain with the company in the long run. The stability of the workforce is a result of growth. Furthermore, personnel that have been taught tend to remain with the company for a long time. They don't leave the workplace very often. As a result of their education, personnel gain operational flexibility. Any job may benefit from having an all-rounder. Therefore, the ability to adapt is guaranteed. Profits rise year after year as a result of economic expansion. An organization's success depends on its workforce, and no one else can provide that value.

Training may help reduce or even eliminate the occurrence of accidents, scrap, and equipment damage. A properly-trained workforce reduces employee unhappiness and absenteeism, as well as turnover. Training and development programmes will be used to meet the demands of workers in

the future. Apprenticeships and managerial training programmes are available to recent diploma or graduate employees. As soon as you finish the course, they're ingested. Training is a powerful recruiting tool. Training is an investment in human capital that will pay off in the long run.

## **Conclusion**

Training and development opportunities must fit both the requirements of the organisation and those of the employee. Individual disciplines that make use of the training function need customised training programmes. It's possible to say that training is given to employees in order to test and maintain the programming of the person, to guarantee that cultural norms and expectations of the individual inside the organisation are still in place and that the individual understands their role.

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