A STUDY ON TRAINING AND DEVELOPMENT AT HERITAGE FOODS LIMITED

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ABSTRACT

Organization and individual should develop and progress simultaneously for their survival and attainment of mutual goals. So every modern management has to develop the organization through human resource development. Employee training is the important sub-system of human resource management. Training is the act of increasing the knowledge and skills of an employee for doing a particular job. Training is a short-term educational process and utilizing a systematic and organized procedure by which employees learn technical knowledge and skills for a definite purpose. In other words training improves, changes, moulds the employee's knowledge, skill, behavior, aptitude, and attitude towards the requirements of the job, and organization.

II. STATEMENT OF THE PROBLEM

Training and development has lots of impact on employee's performance. The only factor which is point of hesitation for the employers is "cost", used for the training and development. Otherwise there is always a positive result from training and development.

Lack of qualified instructors and consultants to undertake training courses. Lack of effective communication within the organization which makes it possible for employees to know about training opportunities available to them.

III. INTRODUCTION

Training refers to the teaching/learning carried on for the primary purpose of helping members of all origin to acquire and apply the knowledge, skill, abilities and attitudes needed by that organization.

Training is the short- term process utilizing a systematic and organized procedure by which non –managerial personnel learn technical knowledge and skills for a definite purpose.

Training enables employees to develop and rise with in the organization and increase their "Market Value" earning capacity and job security.

Training is the act of increasing the knowledge and skills of an employee for doing a particular job. In other words, training improves, changes, moulds the employees knowledge, skill, behaviour, aptitude and attitude towards the requirement of the job and organization.

Thus, training bridges the difference between job requirement and employees present.

Managers use the term Training and Development interchangeably. However, there are some

differences between them. Training is often referred to as importing specific skills and behavior. The specificity is in terms of learning a specific course content or skill like a computer language, machine operations, playing tennis, etc. The focus is on improvement in performance after training along with a perceptible behavioral change. Training often caters to organizational needs. The training programme may be prompted of certain changes present or anticipated in the structure and processes of organizations. Hence, the impact of training may be experienced and assessed by organization immediately. Usually administrative, supervisory, and technical workforce may be exposed to training programmes.

IV.NEED OF THE STUDY:

Training is the act of increasing the knowledge and skills of an employee for doing a particular job. It utilizes a systematic and organized procedure by which employee learns technical knowledge and skills. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization.

Training is closely related with education and development but needs to be differentiated from these terms. It is aimed at improving the behavior and performance of a person.

Training is a continuous and life long process. Training provides an atmosphere of sharing synthesizing with the help of the trainers, the information already available on the subject

V. OBJECTIVE OF THE STUDY:

☐   To study and evaluate the essence of training program.

☐   To evaluate how often training programs are conducted & maintaining the records.

☐   To identity the training methods given for employees.

☐   To analyze the level of performance of employees after training.

☐   To examine the guidance given by trainers while training.

VI. SCOPE OF THE STUDY:

The scope of training depends upon the categories of employees to be trained. As we all

know that training is a continuous process and not only needed for the newly selected personnel but also for the existing personnel at all levels of the organization. Prof. Yoder listed the following five groups of employees who need continuous training.

The management of man is very important and challenging job important because it is a job, not of a managing a man. No two persons are similar in mental abilities, traditions, sentiments and behavior.

VII. RESEARCH METHODOLOGY:

RESEARCH:

Research is an art of scientific investigation. Research is defined as a "scientific and

systematic search for information on a specific topic".

The purpose of search is to discover answers to questions through the application of scientific procedures.

METHODOLOGY:

The data used for analysis & interpretation is received from the responses of employees for the questionnaire. Comparison of response is used for interpreting the data.

The project is presented by using tables, column charts, with their interpretation. A survey is undertaken to know the facts about the training.

STASTISCAL TOOLS:

Which we are going to use to conduct the study

- **F-TEST**

- **T-TEST**

- **Z-TEST**

- **ANNOVA**

- **SPSS**

- **SAS**

- **CHI- SQUARED TEST**

- **FACTORIAL ANALYSIS**

- **DISCRIMINATE ANALYSIS**

To analyze the data we used this above tools

DATA COLLECTION:

The researcher has wide varieties of methods to consider either single or in combination they were grouped first according to whether this use secondary or primary sources of data.

PRIMARY DATA:

Data originally collected for an investigation known as primary data concluding personal interviews through questionnaire. Most of the study for this project is based on primary data itself.

SECONDARY DATA:

Data which is not originally collected rather obtained from published or unpublished sources, is known as secondary data. It can be defined as data collected by someone else for purposes other than solving the problems.

Secondary data for the present study is retrieved from company profile and text books.

SAMPLING DESIGN

A sample design is a finite plan for obtaining a sample from a given population. Simple

random sampling is used for this study.

TOOLS USED FOR DATA ANALYSIS AND INTERPRETATION

As the questions generate direct information the data were analyzed using Statistical tools such as,

Simple percentage, Weighted average and MS-excel are used to analyze the data.

SAMPLE SIZE

Number of the sampling units selected from the population is called the size of the sample. Sample of 100 respondents were obtained from the population.

RESEARCH INSTRUMENT:

The structural questionnaire with multiple choices.

The data collected from the survey has been tabulated and analyzed. The data is represented graphically by using column charts for easy understandability.

QUESTIONNAIRE

A well defined questionnaire that is used effectively can gather information on both overall performance of the test system as well as information on specific components of the system. A defeated questionnaire was carefully prepared and specially numbered. The questions were arranged in proper order, in accordance with the relevance.

SAMPLE

A finite subset of population, selected from it with the objective of investigating its properties called a sample. A sample is a representative part of the population. A sample of 100 respondents in total has been randomly selected. The response to various elements under each questions were totaled for the purpose of various statistical testing.

VIII.   LIMITATIONS OF THE STUDY:

☐   The study was conducted for a limited period of time.

☐   The study pertains to only employees of the heritage.

☐   Limited samples size taken for the study that is 100.

☐   The results can't be generalized to the whole universe.

☐   There is chance of bias to present as employees may be busy with their work.

IX.   REVIEW OF LITERATURE
LITERATURE REVIEW-1

TITLE: Training and development

AUTHOR: K.V.S.N Jawahar

JOURNAL: Published by babu K.V.S.NJawahar,valliS.kaleshaMasthan

(Volume 14,Issue 2 (Nov,- Dec.2013))

ABSTRACT:

Health, safety and the Training and development of promoting the efficiency of employee. The various welfare measures provided by the employer will have immediate impact on the health, physical and mental efficiency, alterness, morale and overall efficiency of the worker and there by contributing to the higher productivity. The basic propose of Training and development is to enrich the life of employees and to keep them happy and conducted. Welfare measure may be both statutory and non-statutory; laws require the employer to extend certain benefits to employees in addition to wages or salaries. In the present study an attempt has been made to study the Training and development facilities and its impact on emlpoyee's efficiency at vindhaTelelinks Ltd. Rewa Madhya Pradesh. The study show the Training and development facilities and its impact on employee efficiency at vindhatelelinks Ltd. Rewa appear good. The average mean score and percentages score of the overall of 22 items has been computed at 3.64(66%).\

LITERATURE REVIEW -2

TITLE:A study on Training and development
AUTHOR: Logasakthi K. and Rajagopal K
JOURAL: Published by Logasakthi K. and Rajagopal K.(2013)
Vol.1(1)pp 1 -10.(2013))

ABSTRACT:

The present study is made an attempt to identity welfare facilities and employee's satisfaction level about welfare facilities adopted at Bosch limited, Bangalore. To achieve the aforesaid objective data is gathered from 100 employees of thr organisation with random sampling technique. It is found that most of the respondents are aware about the legislative and non-legislative Training and development facilities provided at the company, welfare facilities like medical, canteen, working environment, safety measures etc., are provided by the company. And most of the employees are satisfied with the welfare facilities adopted by the company towards the employee's welfare.

LITERATURE REVIEW -3

TITLE: Current trends in Training and development schemes.
AUTHOR: MohanReenu and Panwar J.S
JOURNAL: Published by MohanReenu and Panwar J.S (2013)
(Vol. 1,Issue 6, Nov 2013)

ABSTRACT:

Employees are undeniably crucial stakeholders who influence organizational effectiveness by stabilizing the tremors caused by business environment. Every organization has an inexplicable role to play in providing welfare facilities to the stakeholders not just monetary but also non-monetary, which go beyond money of which employees are the one who make the cut if prioritized. A satisfied employee is the key ingredient for progress of every

organization and the concept of employee was and will always a part of organizational efficiency. These facilities may either be voluntarily provided by the progressive and enlightened at will as a social responsibility towards employee, or laws may compel them to make provision for these facilities by the government and trade unions.Employee have always been an integral part of an organisation and in and this study an effort is put to realize the measure implemented to seek Training and development service sector by the way of making their work life contented.

LITERATURE REVIEW -4

TITLE: Journal of Workplace Behavioural Health
AUTHOR: Joseph I. and Varghese R
JOURNAL: Published by Joseph I. and Varghese R.(2009)
                 Vol. 24 (1&2) pp: 221-242.

ABSTRACT:

Welfare is concerned with the total well being of employees both at work and at home. Training and development entails all those activities of employer, which are directed towards providing the employees with certain facilities and done towards the comfort and improvements of employees. Health, safety and Training and development of promoting the efficiency of employee. The various welfare measures provided by the employer will have immediate impact on the health , physical and mental efficiency, alertness ,moral and overall efficiency of the worker and there by contributing to the higher productivity. The basic purpose of Training and development is to enrich the life of employee and to keep them happy and conducted. Welfare measures maybe both statutory and non-statutory,laws required the employer to extension benefits to employees in additional to wages or salaries. In this paper and attempt has been made to study the Training and development speciality and it's impact on employees performance.

LITERATURE REVIEW -5

TITLE: Training and development measures in mining industry - A study with reference to statutory welfare measures.
AUTHOR: Resma S. and Basavraju M.J

JOURNAL: Published by Resma S. and Basavraju M.J.(2013) Volume.3(7) PP.157-164.
ABSTRACT:
The present study is made an attempt to identify the Training and development measures adopted in IT industry . Training and development means anything done for the comfort and improvement of the employees oven about the wages paid which is not a necessity of the industry. The basic purpose of Training and development is to enrich the life of employees and keep them happy. Employees spend at least half their time at work or getting to it or leaving it. They know that they contribute to the organisation when they are reasonably free from worry and they feel that when they are in trouble/problems, they are due to get something back from the organisation. People are entitled to be treated as full human beings with personal needs hopes and anxieties.

X. DATA ANALYSIS AND INTERPRETATION

Data Analysis

1. What kind of training methods do you prefer?

a) On the job training methods   b) Off the job training methods

b) Both.

Training Methods	NO.OF RESPONDENTS.	% OF RESPONDENTS.
On the job methods	24	44%
Off the job methods	11	20%
Both	20	36%

Information investigation: 44% of the representatives state that they lean toward hands on preparing. 20% of the workers state that they incline toward off the activity preparing 36% are said that they lean toward both the kind of preparing strategies.Above examination state that organization for the most part offers hands on preparing. As they have better preparing workforce.

2. Does the Organization provide training for present employees or new employees?

a) Present employees   b) New employees   c) Both.

TRAINING PROVIDED FOR	NO.OF RESPONDENTS.	% OF RESPONDENTS.
Present employees	13	24%
New employees	25	45%
Both	17	36%

Information examination: 24% of the representatives state that organization offer preparing to the present workers, 45% says that organization offer preparing to the new representatives and 31% says that organization offer preparing to the two representatives.

Understanding: Above investigation state that organization gives preparing to the new representatives so as to expand their effectiveness and profitability and preparing is likewise

given to the current workers to refresh their insight and abilities.

3. The induction training is a well-planned exercise in the organization?

a) Strongly agree b) Agree c) Disagree.

WELL-PLANNED TRAINING	NO.OF RESPONDENTS.	% OF RESPONDENTS.
Strongly agree	21	38%
Agree	25	45%
Disagree	09	17%

Information investigation: 38% of workers unequivocally concur that enlistment is a well-arranged exercise in the association. 45% representatives concur and 17% of the workers differ that preparation is a well-arranged exercise in the association.

Elucidation: The above examination clarifies that the organization gives acceptance preparing to the new workers.

4. What kind of training methods does the organization provide to train the employees?

a) On the job training methods b) Off the job training methods

c) Lectures d) Audio visuals e) All the above

TRAINING METHODS	NO.OF RESPONDENTS.	% OF RESPONDENTS.
On the job training	18	33%
Off the job training	09	16%
Lectures	11	20%
Audiovisuals	10	18%
All the above	7	13%

Information investigation: 33% of workers state that the organization give hands on preparing strategy. 16% says that the organization gives off the activity preparing technique. 20% Says that the organization give addresses, 18% says that it gives sound visuals and 13% says that

organization give every single above technique.

Translation: The above investigation says that the organization offers need to hands on preparing techniques.

5.   How often the training programs or conducted in your organization?

a)   Every month   b) Every Quarter c)

Half yearly   d) Once in a year

TRAINING PERIOD	NO.OF RESPONDENTS.	% OF RESPONDENTS.
Every month	15	27%
Every quarter	7	13%
Half-year	10	18%
Once in a year	23	42%

Information investigation: 27% of representatives state that the preparation program directed in the association consistently. 13% Says that preparation program directed each year.18% says that the preparation program led half-yearly. 42% says that the preparation program led once in a year.

Translation: The above investigation says that the organization gives preparing relying upon need and circumstance.

XI.   FINDINGS

1.44% of the representatives state that they lean toward hands on preparing. 20% of the

workers state that they incline toward off the activity preparing 36% are said that they lean toward both the kind of preparing strategies.

2.24% of the representatives state that organization offer preparing to the present workers,

45% says that organization offer preparing to the new representatives and 31% says that organization offer preparing to the two representatives.

3.38% of workers unequivocally concur that enlistment is a well-arranged exercise in the association. 45% representatives concur and 17% of the workers differ that preparation is a well-arranged exercise in the association.

4.33% of workers state that the organization give hands on preparing strategy. 16% says that the organization gives off the activity preparing technique. 20% Says that the organization give addresses, 18% says that it gives sound visuals and 13% says that organization give every single above technique.

5.27% of representatives state that the preparation program directed in the association consistently. 13% Says that preparation program directed each year.18% says that the preparation

program led half-yearly. 42% says that the preparation program led once in a year.

XII. SUGGESTIONS

A portion of the recommendations made by the representatives are:

☐   Learned/master characters from outside ought to be brought in pertinent subject and they should significant exhibit.

☐   The preparing ought to be result situated and individuals arranged.

☐   Pre calendar preparing software engineer to be arranged at all level on persistent premise.
It ought to be advantageous for a representative and for association.

•   Aim of any organization is to be guarantee that all workers apply procedures learnt in preparing program at work consequently at each level ability base preparing ought to be given.
•   The need is for the administration to carry the most productive coaches to the preparation programs. Mentors can be chosen on fundamental of their rating in the corporate world.
•   Here the administration needs to improve the nature of Training software engineers in

Heritage nourishments ind ltd a quality based methodologies can be utilized.

XII.   CONCLUSION

There is a sound connection between the companions, subordinates, bosses.   In this association most extreme no. of workers are concur with the administration considering their thoughts and recommendations on certain events as it were.   In this association Training projects will helps the workers in accomplishing both individual objectives and authoritative objectives.   Maximum no. of workers are happy with the Training system led by Heritage sustenance's ind ltd. Employers are picked up information at work spot subsequent to going to this Training program.   For new joiners in association preparing strategy are led like training what's more direction programs.   Training will be exceptionally valuable to representatives in their present employment.   Training project causes workers to take new difficulties in their present occupation.   Most of the representatives are utilizing new aptitudes in their present employment.

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