

## **A Study Of Training Need Analysis At “Oval Impex Private Limited”**

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### **ABSTRACT**

This paper analysis of training need process at Oval Impex Pvt. Ltd., Human resource planning is a vital ingredient for the success of the organization in the long run. The objectives of human resource department are human resource planning, recruitment and selection, risk management and performance appraisal. Each objective needs special attention and proper planning and implementation. For each organization it is important to have a right person on a right job. Training & Development plays a vital role in the situation. Shortage of skills and the use of new technology are putting considerable pressure on how employers go about recruitment and selecting staff. It is recommended to carry out a strategic analysis of recruitment and selection.

With reference to this context this project is been prepared to put a light on human training & development process at Oval Impex Pvt. Ltd., This report is fully highlighting how an employee training & development procedure at Oval Impex Pvt. Ltd.,

Keywords : Training Analysis, Recruitment & Selection , HRP

### **1 .INTRODUCTION**

HRM is the process of hiring, training and compensating employees and attending to their co-operate relation, health and safety.”This process also known as mix between people and organization to achieve goal of organization as well as individual .This is most important part of management process which related with management of human resources into organization. It also known as important part of procuring,developing, maintaining competition to achieve organization goal.

#### **1.1. Training:**

Training needs evaluation or assessment is a systematic method of know-how education necessities. It is conducted at three stages – at the extent of business enterprise, man or woman and the activity, each of that's referred to as because of the organizational, man or woman and process analysis. Once those analyses are over, the effects are collected to arrive upon the objectives of the training application.

- **Training:** This activity is both focused upon, and evaluated against, the job that an individual currently holds.
- **Education:** This activity focuses upon the jobs that an individual may potentially hold in the future, and is evaluated against those jobs.
- **Development:** This activity focuses upon the activities that the organization employing the individual, or that the individual is part of, may partake in the future, and is almost impossible to evaluate.

**1.2. Objectives of the project:**

- To study the existing training practices going on in “OVAL IMPEX PRIVATE LIMITED.”
- To identify training needs of the staff in “OVAL IMPEX PRIVATE LIMITED”.
- To identify quality awareness training, behavioral training, general training and the area in which most of the staff require training.
- To give recommendations and suggestions to the company based on my experience while doing the internship.

**1.3. Research Methodology**

Research methodology is the investigation of specific problem in detail. At first problem is defined carefully for conducting research. There should be good research plan for conducting research. No research can be done without data collection. After all this analyze is made for getting solution for problem.

**Descriptive Research**

In the current study Descriptive research is used to describe characteristics of a population or phenomenon being studied. It does not answer questions about how/when/why the characteristics occurred. Rather it addresses what question. The characteristics used explain the circumstances or population are usually some kind of categorical scheme also known as descriptive categories. Hence, Descriptive research cannot be described what caused situation

**1.4.SOURCE OF DATA**

**Primary Data**

Primary data is the major resource of data. It is collected all the way through direct statement and by personally interacts with the different people in the company

- **Questionnaire Method:** A structured format of form has been designed to collect the primary data dependence. The employees of Oval IPEX were the resonance for this by filling the form.
- **Observation Method:** In which the easy observation of the topic and record relevant part of data collection – interviewing. Through which can be analysis the various aspect of Recruitment and Selection strategies

**Secondary Data**

Secondary data is ready made data, which have been previously collected and analyzed. Secondary data is collected through different sources such as reference book. Study material about subject matter.

**Sampling method and sample size 50.**

**1.5. Limitations of Research**

1. Sample size is only limited for 50 number of employees only.
2. Time period given to the research was only two months.
3. Because of company policy, I got ready previous year's appraisal forms so I can't personally contact with employees.

**2. REVIEW OF LITERATURE**

Training and development is a function of human resource management concerned with organizational activity aimed at bettering the performance of individuals and groups in organizational settings. Training and development can also be described as 'an educational process which involves the sharpening of skills, concepts, changing of attitude and gaining more knowledge to enhance the performance of employees. It has been known by several names, including "Human Resource Development", "Human Capital Development" and "Learning and Development".

Training and development encompasses three main activities: training, education, and development.

- **Training:** This activity is both focused upon, and evaluated against, the job that an individual currently holds.
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**The need for Training and Development**

Before we say that technology is responsible for increased need of training inputs to employees, it is important to understand that there are other factors too that contribute to the latter. Training is also necessary for the individual development and progress of the employee, which motivates him to work for a certain organization apart from just money. We also require training update employees of the market trends, the change in the employment policies and other things.

The following are the two biggest factors that contribute to the increased need to training and development in organizations:

- **Change:** The word change encapsulates almost everything. It is one of the biggest factors that contribute to the need of training and development. There is in fact a direct relationship between the two. Change leads to the need for training and development and training and development leads to individual and organizational change, and the cycle goes on and on. More specifically, it is the technology that is driving the need; changing the way how businesses function, compete and deliver.
- **Development:** It is again one the strong reasons for training and development becoming all the more important. Money is not the sole motivator at work and this is especially very true for the 21<sup>st</sup> century. People who work with organizations seek more than just employment out of their work; they look at holistic development of self. Spirituality and self-awareness for example are gaining momentum world over. People seek happiness at jobs, which may not be possible unless an individual is aware of the self. At ford, for example, an individual can enroll himself / herself in a course on 'self awareness', which apparently seems inconsequential to ones performance at work but contributes to the spiritual well being of an individual which is all the more important.

**3. DATA ANALYSIS AND INTERPRETATION**

- **Need of Presentation Skills:**



Interpretation:  
It can be clearly seen that the need generated by individuals is more than their reporting managers at 23 which is greater by 4 as recommended by reporting managers.

- **Need of Leadership Quality Enhancement:**



**Interpretation:**

Only 5 individuals think that they need Leadership Quality Enhancement skill training.

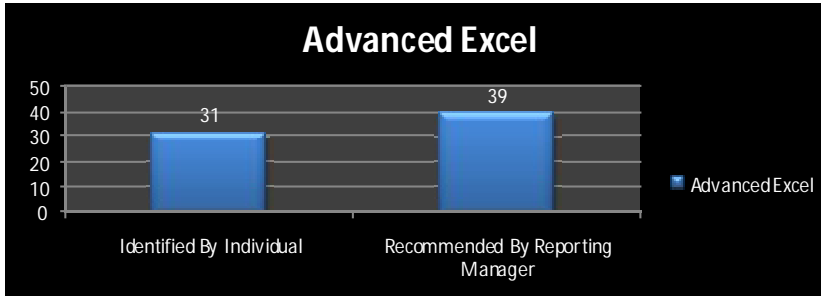
- **Need of Business Writing:**



**Interpretation:**

Here, as per graph 17 individuals and 13 reporting managers think about the need of Business Writing Skill training.

- **Need of Advance Excel:**



Interpretation: From the above graph, we can conclude that the need for Advance Excel is realized by both the managers and individuals on a large scale.

- **Need of Decision Making:**



Interpretation:

Above graph shows those 13 individuals & 4 reporting managers recommended to their employees decision making skill training.

#### **4. OBSERVATION AND FINDINGS**

From my analysis I have the under mentioned findings in corresponding areas of training.

- Out of 50 respondents, 23 individual need presentation skills training and 19 managers recommended same to their subordinate.
- Out of 50 respondents, 5 individual needs Leadership Quality Enhancement training and no any one of managers recommended same to their subordinate.
- Out of 50 respondents, 17 individual need Business Writing training and 13 managers recommended same to their subordinate.
- Out of 50 respondents, 31 individual need Advance Excel training and 39 managers recommended same to their subordinate.
- Out of 50 respondents, 13 individual need Decision Making training and 4 managers recommended same to their subordinate.

#### **5. SUGGESTIONS**

- We strongly recommend conducting a TNA through competency mapping process.
- There is a requirement for the proper training of employees in the field of communication; which includes spoken English, body language, gestures, grooming etc.
- There should be more emphasis on video format of training.
- From my secondary observation I found that for keeping the staff motivated and enthusiastic they need some entertainment like; sports, movies, weekend party etc.
- Many employees are not easy with the English language. So there is a need to give them separate training for spoken English.

## **6. CONCLUSIONS**

- Oval Impex Private Limited is one of the most successful organization they are having very convenient method of standardization.
- It was a quite good opportunities to do the project in this organization. The project is related to Training & development.
- Training help to accomplished organizational objectives by developing the human being to the fullest of their potentially and enabling them to satisfied their own needs and aspiration.
- It is observed that the company is having good relationship between management and employees, because of sound industrial relation the company is maintain the good work environment.
- To conclude I can say that:  
Training & Development helps to organization for maintain the effective and efficient working conditions in organization.

## **7. REFERENCES**

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- Human Resources Management (Thakur Publication Semester- I)

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