

# Importance of Training and Development for Improving Employee Productivity and Efficiency

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**Abstract** - Training and development is an important tool for increasing performance of the employees. Organizations incur expenditure on effective training and development programmes tend to achieve short & long term benefits & organisational goals. This study provides a significant review of training and development on employee's productivity. Employees cannot upgrade their knowledge if they are not adapted to continuous learning, training and skills updating due to eminent progress in technological & social field. Thus in order to achieve optimum results, organization need to effectively manage training and development programmes. Employees are an asset for an organisation & for them Training and development acts as an instrument that supports human capital in exploring their skills. Therefore training and development plays an important role for increasing the productivity & efficiency of the organization.

**Keywords:** Training and Development, Employee productivity, Organization

## I. INTRODUCTION

The survival of any organization depends on its ability to train its human resource to be creative, innovative which will enhance performance and increase competitive knowledge. Thus organizations should have employees that are capable of adjusting to the dynamic changes in the environment. Some organizations are exposed to high risk factors, the knowledge of business and market intelligence acts as a competitive advantage on those who don't have such. Therefore to maintain a sustainable competition in the market, an organization must engage in continuous employee training and development.

## II. EMPLOYEE TRAINING

Employee training is planned to improve the skills, knowledge and efficiency of an organization. Effective training programmes help employees to enhance their knowledge and skills depending on the organization requirements. It is an approach of learning and development that helps to improve the organization as an individual, group and society.

### Employee Development

Employee development results in acquisition of new knowledge and skills for development of organization. Organization provides various development programmes to enhance employee capabilities. Employee development is gaining strategic importance in the current business environment and organizational success.

### Employee Productivity

Employee productivity helps to calculate efficiency of employees. It measures total output per input. Thus employee productivity defines organizations growth and profitability.

### Employee Training And Employee Productivity

Training plays a vital role in increasing productivity of an organisation. It not only enhances employees resourcefully, but also helps them to learn their jobs well and perform more competitively. This increases employee and organization productivity. Many organizations provide training on decision making, team work, problem solving and inter personnel relations which impacts organizational growth and employee's performance. Training helps in motivating and retaining human resource in organization. Training is a fundamental instrument that affects successful accomplishment of organizational goals and objectives. The main motive of an organization is to achieve high profitability and generate maximum revenue for which effective and efficient workforce is required. A workforce becomes efficient only if appropriate training is provided, resulting in development of organization and increasing profitability.

### Employee Development and Employee Productivity

Organization invests in development programs considering the progress of workforce which will result in increased skill and competency. Advanced opportunities help to retain employees thereby increasing organization productivity.

### III. DISCUSSION

Training and development must be designed in such a way that it meets the needs of employees in such a way that the employees will not only be productive but also satisfied. It should have a positive impact on the employee to carry out their work more efficiently and increasing interpersonal skills, technical abilities, team work, job work and work motivation. Training in an organizations helps to organisation to unlocks the potential growth and development opportunities to conquer a competitive advantage. Organization train and develop their employees to increase their productivity& efficiency. Thus to improve employees productivity organization needs to invest in developing knowledge, skill and abilities of employees.

### IV. CONCLUSION

Training and development is the key to enhance employee's productivity. Organization should invest in on-going training and development programmes. Increased employee productivity will lead to organizational growth and success.

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