

GOVERNMENT ARTS COLLEGE (AUTONOMOUS)  
COIMBATORE -18

DEPARTMENT OF PSYCHOLOGY

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## UNIT IV TRAINING AND DEVELOPMENT

What is the scope of training and development?

The **scope of training and development** also expanded to include cross-cultural **training**, focus on the **development** of the individual employee, and the use of new organization **development** literature to frame **training** programs.

What is the basic difference between training & development?

**Training** is the act of learning **basic** skills and knowledge necessary **for** a particular job or a group of jobs. **Development**, on the other hand, means growth **of the** individual in all respects. An organization works **for the development** of its executives in order to enable them to gain advanced knowledge and competence.

What are the 5 methods of training?

List of Training Methods

- Technology-Based **Learning**. Common **methods of learning** via technology include: ...
- Simulators. Simulators are used to imitate real work experiences. ...
- On-The-Job **Training**. ...
- Coaching/Mentoring. ...
- Lectures. ...
- Group Discussions & Tutorials. ...
- Role Playing. ...
- Management Games.

What are the six steps in training?

Six Steps to an Effective Training Program

1. Step 1: Define Your Training.

2. Step 2: Prepare Your Training.
3. Step 3: **Practice** Your Training.
4. Step 4: Deliver Your Training.
5. Step 5: Confirm Your Training.
6. Step 6: Audit Trainee Performance.
7. The Path to Success.

What are principles of training?

The principles of **specificity**, progression, **overload**, adaptation, and **reversibility** are why practicing frequently and consistently are so important if you want to improve your performance.

What is effective training?

**Effective training** is a business necessity that helps team members develop the necessary skills in their job position.

**Training** helps employees master new procedures and reinforces existing protocols. ... Every company needs to identify its own internal needs to develop an **effective training** strategy.

How do you create a training plan?

How to Develop a Session Plan

1. Step 1: Define **Learning** Objectives. Your first step is to specify what you want your trainees to learn, and determine how you will measure this. ...
2. Step 2: Clarify Key Topics and Related Concepts. ...
3. Step 3: Organize Material. ...
4. Step 4: **Plan** Presentation Techniques.

How to Design Training

1. Identify the need for **training**. Talk with the learner or with the learner's manager or supervisor to assess the learner's skills, knowledge, and experience. ...

2. Assess the need for instructor-led **training**. ...
3. Define **training** objectives. ...
4. **Design** the **training**. ...
5. Develop the **training**. ...
6. Evaluate the **training**.

What should a training plan include?

This article shows you how to accomplish several objectives in order to plan an effective program:

- Objective 1: Determine what **training** is needed.
- Objective 2: Determine who needs to be trained.
- Objective 3: Know how best to train adult learners.
- Objective 4: Know who your audience is.

What are the benefits of training?

These reasons include:

- Increased job satisfaction and morale among employees.
- Increased employee motivation.
- Increased efficiencies in processes, resulting in financial gain.
- Increased capacity to adopt new technologies and methods.
- Increased innovation in strategies and products.
- Reduced employee turnover.

A **training environment** is a workplace or educational setting designed to assist individuals in gaining work-related skills or competencies. When a student or employee is placed in a **training environment**, they are provided with instruction and guidance toward **learning** how to perform specific tasks.

How do you create a training environment?

5 Steps to Designing a Training Environment That Gets Results

1. Step 1: ASSESS. How is the **training** topic going to address an opportunity or problem? ...
2. Step 2: INVOLVE. Managers are a HUGE component of making **training** stick. ...
3. Step 3: PREPARE. Provide learners with an outline and learning objectives a day or two before the **training**. ...
4. Step 4: ENGAGE.
5. Step 5: REGROUP.

What are the different learning environments?

In **education**, there are three **different types** of **learning environments**: face-to-face, online, and hybrid. Each has its own specific characteristics that makes it unique. Read on to **learn** about the characteristics of each type of **environment**

How can teachers create effective learning environments?

Creating an Effective Learning Environment

1. Introduce yourself. ...
2. Consider offering an ice breaker to relax students and encourage interaction.
3. Teach something; immediately begin to engage students in the course.
4. Take class time to review the syllabus and emphasize important aspects. ...
5. Expect some students to come in late.

How can we maintain learning environment?

Establishing and Maintaining a Learning Environment

1. Treat students respectfully.
2. Arrive on time, end on time.
3. Come to class prepared.

4. Pace the class appropriately—not too fast, not too slow.
5. Provide constructive feedback and help.

**Evaluation of training** can be viewed as a method of measuring change in knowledge, skills, attitudes, job performance, costs and the quality of the **training** facilities. A major reason to **evaluate training programs** is to determine whether the **training programs** are accomplishing their specific **training** objectives.

How do you evaluate a training program?

#### 4 Steps for Evaluating Your Training Programs

1. Identifying What Participants Need for Their Job. Obviously, you need to start out by knowing what you're measuring. ...
2. Matching Session **Learning** Objectives with Job Requirements. ...
3. Assessing Performance During and Upon Completing the **Training**. ...
4. **Evaluating** the **Training** Effort After a Period of Time.

What is evaluation of training program?

Training evaluation refers to the **process** of collecting the outcomes needed to determine if training is effective.

Effectiveness of training programs are constantly evaluated by the company to find if the money, they have invested has been spending properly or not.

What is the most accurate way to evaluate a training program?

The **most accurate way to evaluate** the **training program** is to: conduct pretests and train only part of the employees. Which of the following characterizes electronic performance support systems?

Why is training evaluation difficult?

**Evaluation of training** is also **difficult** because operating unit managers are looking for increased performance and not necessarily the increased learning on which trainers usually judge the success of their **training**.

How do you evaluate program effectiveness?

To determine what the effects of the program are:

1. **Assess** skills development by **program** participants.
2. Compare changes in behavior over time.
3. Decide where to allocate new resources.
4. Document the level of success in accomplishing objectives.
5. Demonstrate that accountability requirements are fulfilled.

## Career development planning

### **Featured snippet from the web**

A **Career Development Plan** is a written list of the short and long-term goals that employees have pertaining to their current and future jobs, and a planned sequence of formal and informal experiences to assist the employees in achieving their goals. These goals should be linked to each person's strengths and potential.

What is the difference between career development and career planning?

While **career planning** occurs when you aren't sure what you want to do, and what kinds of **careers** would be best for you, **career development** is a process that fits the situation where you may already have a job or **career**, and wish to progress, or **develop THAT career**, increase your earning power within the **career** choice,

How do you develop a career development plan?

8 Steps to an Effective Career Plan

1. Identify Your **Career** Options. **Develop** a refined list of **career** options by examining your interests, skills, and values through self-assessment. ...
2. Prioritize. It's not enough to list options. ...
3. **Make** Comparisons. ...
4. Consider Other Factors. ...
5. **Make** a Choice. ...
6. Set "SMART" **Goals**.

Why career planning is needed in career development?

It is **important to** come up with your **career planning** as it gives you the much **needed** direction and makes it clear there where you see yourself in future. It makes you aware of your strength and weaknesses and the skills and knowledge that are required to achieve your goals in future.

What are the five stages of career development?

Stages in Career Development – 5 Main Stages: **Exploration**, **Establishment**, Mid-Career, Late Career and **Decline**.



What are some career development methods?

Training and Mentoring Are Among the Most Effective **Methods** for **Career Development**. Traditional training courses, mentoring and special projects and situational challenges are the most effective **career development methods** used by organizations in 2013.

What are the challenges in career development?

We have listed 3 career development challenges and how to overcome them:

- Generational Communication. Trying to communicate with a person who speaks another language can be frustrating for both parties. ...
- **Uncertainty** After Promotion. ...
- Having the Career Growth Conversation.

What are some roadblocks to career development?

Here are my seven roadblocks to a successful career and how to overcome them:

- You don't know what makes you happy. ...
- You have no goals. ...
- You fear the unknown. ...
- You're afraid of failure. ...
- You're unwilling to do whatever it takes. ...
- You're not likable. ...
- Your attitude stinks.

What is career development plan definition?

A **Career Development Plan** is a written list of the short and long-term **goals** that employees have pertaining to their current and future jobs, and a planned sequence of formal and informal experiences to assist the employees in achieving their **goals**. These **goals** should be linked to each person's strengths and potential