



परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

Handout

Subject – Business Studies

Class - XII

Chapter 6 – Staffing (Module 4/4)

This module covers the following topics-

Training and Development

Need of Training and Development - The rapid changes taking place in our highly sophisticated and complex society have created increased pressures for organisations to readapt the products and services produced, the manner in which products and services are produced and offered, the types of jobs required and the types of skills necessary to complete these jobs.

Training - Training is any process by which the aptitudes, skills and abilities of employees to perform specific jobs are increased.

Education - Education is the process of increasing the knowledge and understanding of employees. It is the understanding and interpretation of knowledge.

Development - Development refers to the learning opportunities designed to help employees grow. Training Methods -

There are various methods of training. These are broadly categorised into two groups: On-the-Job and Off-the-Job methods.

On the Job Methods -

- (i) Apprenticeship Programs
- (ii) Internship Training
- (iii) Job Rotation

Off the Job Methods –

- (i) Vestibule Training
- (ii) Induction Training.

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