



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)

Ch - 6

Staffing

(Module 4 of 4)

Training



- Training is the act of increasing the knowledge and skill of an employee for doing a particular job
- Training is a short term educational process and utilizing a systematic and organized procedures by which employees learn technical knowledge and skill for definite purpose.
- Dale's. defines training as “The organized procedure by which people gain knowledge and skill for definite purpose.

Training
Methods

```
graph LR; A[Training Methods] --- B[On the job training]; A --- C[Off the job training];
```

On the job
training

Off the job
training

Difference

On-the-Job training

- It is provided at work place.
- It is provided by superiors to their subordinates.
- It is less costly.
- It is less time consuming.
- It is used where job are simple.
- It disturbs work schedule.
- It is suitable where number of employees to be trained is less.

Off-the-Job training

- It is provided out off work place
- It provided by experts within or outside the organisation.
- It is costly method of training.
- It is more time consuming.
- It is used where jobs are complex.
- It does not disturb work schedule.
- It is suitable where number of employees to be trained is more.

Training methods



- **On the job**

- **Orientation training**
- **Apprenticeship training**
- **Internships & assistantships**
- **Job instruction training**
- **Job rotation**
- **Coaching**

- **Off the job**

- **Vestibule**
- **Lectures**
- **Special Study**
- **Conference /Discussions**
- **Role play, Case study**
- **Simulation**
- **Programmed instruction**
- **Laboratory training**
- **Films**
- **Television**

Induction

Definition

The process of familiarising a new 'recruit' with the workplace.

Difference between training and development

Basis	Training	Development
Meaning	It is a process of increasing knowledge and skills of an employee.	It is a process of learning and growth.
Orientation	It is a job-oriented process.	It is a career-oriented process.
Duration	It is a short-term process, for a fixed duration.	It is a long-term process, which takes place throughout the life of a person.
Effect/ Objective	It enables the employee to perform the job better.	It ensures the overall growth of the employee.
Focus	It focuses on technical skills.	It focuses on conceptual and human ideas.
Level of trainees	It is meant for supervisors and labourers.	It is meant for managerial levels.
Scope	It has a narrow scope.	It has a wider scope.