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A dedicated workforce constitutes the backbone of any enterprise and it is one which should be nurtured and developed from time to time. In order to facilitate in house training within an organizational structure, a separate department under the term of Human Resource Management (HR) functions with qualified staff who are capable of carrying out various programs for the betterment of the workforce. The credit of creating and recognizing HR as a vital management tool goes to Elton Mayo who after long years of research and observation came to the conclusion that it is the HR trainings meted out to the employees within an organization that motivate them more in comparison to a change in work atmosphere or increase in wages.

Before carrying out HR trainings of any sort, itâ€™s essential to carry out some basic research in the form of needs assessment of employees, make a choice of the best trainers and formulate a basic plan for evaluation. Training may be meted out in various forms for different purposes. Important among these are employee orientation, process training and developmental training procedures.

Of the 3 main types mentioned,

Employee Orientation or Induction Training requires special mention since itâ€™s important that he is made to feel welcome right from the first day of joining the enterprise. Receiving an official company welcome note from the HR department will be viewed as a special gesture and appreciated by the new entrant. The first day should be loaded with meetings and introductions to the rest of the staff. Ensure that his workspace, be it a cabin, cubicle or desk is ready, access to mail, intranet etc. given and appointing a mentor-someone with whom the employee can share his doubts, apprehensions etc. will all help to create a positive impression on him.

Process or In house Training: such training is carried out while the employee carries out his regular functions. This method helps to identify any flaws in the processes and activities carried out. Corrections can be proposed then and there. Any need for additional training on weaker aspects of performance can also be identified.

Developmental Training: when a new process or method of carrying out work is identified, itâ€™s necessary that the workforce develops the necessary skill to master it. Thus targeted outputs can be achieved in time.

The person in charge of the HR trainings is vested with the responsibility of fixing the budget for the same. He should ensure that no major disruption in production takes place. Sufficient time should be allotted for the employees to grasp the new ideas passed down. In fact the final output will depend a lot upon the quality of the trainer.

The HR trainings manager will himself benefit from a training course where he learns the current laws and appropriate behavior to be portrayed in interviews and training sessions. He should never fail to give positive feedback to those who respond well to training sessions, evident in the quality of their work.

HR trainings has thus materialized into becoming a vital part of any successful business concern without which organizational goals can rarely be attained on time.

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