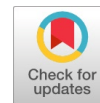


Attending Training and Development Programs: Essential in Leading to Up-gradation of Competencies and Abilities

Radhika Kapur



Abstract: *In various types of organisations, individuals are required to attend training and development programs upon recruitment and selection. Through attending these programs, they can enhance their understanding of various factors related to the organisations. In this manner, employees can lead to the up-gradation of different types of competencies and abilities. Furthermore, individuals are required to be well-informed about their job duties and the methodologies necessary to carry them out in a well-organised and satisfactory manner. The trainers employ various training methods, which facilitate the development of different skills and abilities among trainees. Furthermore, throughout the implementation of multiple types of job duties and responsibilities, one needs to make use of them effectively. In addition, these programs facilitate the imparting of information in terms of various types of pioneering methods and materials. The trainees need to lead to the up-gradation of motivation and concentration levels towards putting into operation multiple types of job duties and responsibilities. Therefore, it is well understood that attending training and development programs is essential for upgrading competencies and abilities. The main concepts considered in this research paper are understanding the meaning and significance of training and development programs, identifying factors that highlight the need for attending these programs, and discussing the advantages of participating in them.*

Keywords: *Abilities, Competencies, Job Duties, Methodologies, Organisations, Skills, Training and Development Programs, Up-gradation*

I. INTRODUCTION

Human resources are the assets in all types of organisations. They are required to make use of their educational qualifications, competencies and abilities satisfactorily. When recruitment and selection take place for employees, the hiring authorities are to take into account various factors, i.e. educational qualifications, competencies, capabilities, aptitude and work experience. When they get recruited and selected, they are required to enrol in training and development programs (Pathak, n.d.) [3].

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These are the programs that facilitate the augmentation of information in terms of various types of subjects and concepts related to the organisations, i.e. job duties, responsibilities, methodologies, procedures, techniques, mission, goals, vision, purpose, departments, personnel, various types of resources, infrastructure, amenities, facilities, organisational culture and overall structure of the organisations. The hiring authorities need to recruit well-qualified and experienced trainers. They need to put into operation various types of training methods and materials to augment information among trainees. Therefore, attending training and development programs is considered to be appropriate for human resources and the overall organisational structure.

With advancements taking place and with the advent of modernisation and globalisation, one needs to be well-informed in terms of various types of pioneering methods and materials. The different types of these methods and materials are the utilisation of various kinds of tools, devices, materials and technologies. As individuals undertake multiple job duties and responsibilities, they also enrol in training and development programs. Hence, they can generate information in terms of these methods and materials. Furthermore, trainees need to augment their confidence levels. In addition, they need to overcome the feelings of apprehensiveness and vulnerability (Porcupine, 2015). As a consequence, the trainees will render an essential contribution to augmenting their knowledge and understanding. Furthermore, they need to lead to the up-gradation of motivation and confidence levels towards carrying out all types of job duties and responsibilities in a satisfactory manner. As a consequence, the trainees will render an essential contribution to the up-gradation of knowledge and understanding in terms of various types of pioneering methods and materials.

A. Understanding the Meaning and Significance of Training and Development Programs

Throughout the implementation of various job duties and responsibilities, multiple types of problems arise. The different aspects in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of various types of problems is experienced



in a major or minor form. Hence, it is of utmost significance for individuals to cope with multiple types of problems effectively. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into operation various tasks and activities.

Through attending training and development programs, one can enhance their problem-solving skills. These are the skills that facilitate identifying the causes of all types of problems. After the causes have been identified, it is essential to implement practical solutions. Hence, the implementation of training methods facilitates the augmentation of competencies among students to provide solutions to different types of problems. Furthermore, these are prevented from assuming a significant form. Therefore, individuals can acquire an efficient understanding of the meaning and significance of training and development programs when they are honing problem-solving skills [4].

Throughout the implementation of various job duties and responsibilities, individuals are required to make decisions based on multiple factors. In the making of decisions, the analysis needs to be conducted in terms of various types of options and alternatives that are available. After the study is undertaken, a selection is made of the most suitable and worthwhile option or alternative. The individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions in terms of various factors. Furthermore, they need to ensure that these are facilitating the progression of human resources and the overall structure of the organisations. Hence, the individuals need to ensure that they are putting into operation the strategies which facilitate the up-gradation of decision-making skills.

The individuals in leadership positions are honing their decision-making skills regularly. On the other hand, other individuals are also required to make decisions based on various factors, such as the utilisation of approaches, techniques, and strategies. When choices are available, individuals are required to make informed and productive decisions based on various factors. Hence, honing of decision-making skills is regarded as vital in doing well in one's job duties and generating desired outcomes. Through attending training and development programs, individuals generate information on the meaning and significance of decision-making skills. Therefore, one can acquire an understanding of the meaning and significance of training and development programs when they augment decision-making skills.

All members of the organisation, regardless of their job position in the hierarchy, are required to cultivate the traits of morality, ethics, diligence, and conscientiousness. These are the traits, which are facilitating in differentiating between appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals, whom one is working with; reinforcing the traits of efficiency, honesty and truthfulness; being well-informed in terms of multiple types of job duties and responsibilities; being well-equipped in terms of different kinds of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; putting in efforts to one's best abilities; possessing the capabilities to work under stress and

carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. Hence, reinforcement of traits of morality, ethics, diligence and conscientiousness facilitates doing well in one's job duties and achieving professional goals.

The training and development programs facilitate the generation of information in terms of these traits. The trainers convey the information that, within the course of practising various types of job duties and responsibilities, they need to instil the qualities of morality, ethics, diligence, and conscientiousness. These are the traits that will contribute effectively to progression. Furthermore, all members will contribute to the upgradation of motivation and concentration levels towards work. Therefore, an understanding of the meaning and significance of training and development programs is acquired when trainees generate information in terms of traits such as morality, ethics, diligence, and conscientiousness.

B. Factors Highlighting the Requirement for Attending Training and Development Programs

The organisations are of different types, i.e. educational institutions of all levels, training centres, service organisations, production and manufacturing organisations, financial institutions, non-government organisations, agencies and so forth. In all types of organisations, the training and development programs facilitate the augmentation of information in terms of various aspects of the organisations. The trainers are making use of multiple types of training methods in accordance with the job duties, organisational culture, goals and objectives and overall structure of the organisations. They have one of the primary goals in training and development programs that trainees need to be well-aware of in terms of essential factors (Project Report on Employees Training and Development, n.d.) [5].

The employees are required to attend training and development programs when they are recruited and selected for some organisations. Furthermore, when they are to generate information in terms of various types of pioneering methods and materials, they also attend these programs within the course of implementation of their job duties and responsibilities. The workforce gets well-prepared in terms of various factors related to their job duties and methodologies when they attend these programs. Furthermore, one will be able to hone motivation and concentration levels towards putting into practice various types of job duties and responsibilities. Hence, training and development programs are regarded as meaningful and valuable. Factors highlighting the requirement for attending training and development programs are stated as follows:

C. Generating Information in terms of Organisational Goals

Within the course of attending training and development programs, one needs to be well-equipped in terms of organisational goals. The different types of organizational goals are, leading to an increase in productivity and profitability; meeting customer demands; increasing employee morale; carrying out recruitment and selection methods in an

efficient manner; utilizing various types of modern, scientific and innovative techniques and materials; putting in efforts to one's best abilities in doing well in one's job duties; managing financial, human, technical, material and information resources; making provision of infrastructure, amenities and facilities; leading to up-gradation of organizational culture and promoting enhancement of overall structure of the organizations. All the members need to be well-informed in terms of various types of organisational goals. Furthermore, they need to implement the methodologies and procedures to achieve these.

In training and development programs, one generates information in terms of all types of organisational goals. Furthermore, one needs to augment information with techniques that are effective in achieving these goals. In addition, inculcation of traits of morality, ethics, diligence and conscientiousness is regarded as vital in carrying out all types of job duties and responsibilities in a well-ordered manner. Therefore, generating information in terms of organisational goals is considered one of the indispensable factors highlighting the requirement for attending training and development programs.

II. UNDERSTANDING JOB DUTIES AND RESPONSIBILITIES

Within training and development programs, the individuals need to be well-informed in terms of their job duties and responsibilities. These are complicated and manageable; these are implemented in less time or can be more time-consuming. Furthermore, these are carried out on one's own or through working in collaboration and integration with others. The trainers utilise various training methods to gather information on different job duties and responsibilities. The trainers have one of the primary goals of ensuring that trainees adequately generate information. The main reason is that the possession of information in terms of these is the key to achieving organisational goals, promoting the enhancement of organisational culture and leading to the up-gradation of the overall structure of the organisations.

It is necessary to augment information on techniques to carry out all types of job duties and responsibilities in a well-organised and satisfactory manner. One of the crucial aspects that needs to be taken into account is that positivity needs to be reinforced in all types of job duties and responsibilities. Furthermore, these need to be approved by the overall structure of the organisation. As a consequence, these will facilitate promoting the well-being and goodwill of other members. Therefore, understanding job duties and responsibilities is one of the significant factors highlighting the requirement for attending training and development programs.

A. Understanding Methodologies and Procedures

The individuals are required to be well-informed in terms of various types of methodologies and procedures. These are referred to as the ways of performing well in one's job duties, achieving desired goals and objectives, and leading to the upgradation of the overall structure of the organisation. The trainers utilise various training methods to generate information across different methodologies and

procedures. One of the crucial aspects that needs to be taken into account is that positivity needs to be reinforced in all types of processes and methods. In some cases, these are less time-consuming, whereas in other cases, these are implemented in more time. However, all members, regardless of their job position, are required to utilise these effectively.

The individuals are required to understand the concepts. Furthermore, they need to get engaged in regular practice. The regular practice adequately facilitates the augmentation of information. As a consequence, one will contribute to the upgradation of confidence levels. Furthermore, one needs to overcome the feelings of apprehensiveness and vulnerability. Furthermore, the different types of methodologies and procedures need to be approved for the overall structure of the organisations. As a consequence, these will facilitate promoting the well-being and goodwill of other members. Therefore, understanding methodologies and procedures is an expedient factor highlighting the requirement for attending training and development programs.

B. Generating Information regarding Pioneering Methods and Materials

With advancements taking place and with the advent of modernisation and globalisation, one needs to be well-informed in terms of various types of pioneering methods and materials. The different types of these methods and materials are the utilisation of multiple kinds of tools, apparatus, devices, materials and technologies. As individuals undertake various job duties and responsibilities, they also enrol in training and development programs. Hence, they can generate information in terms of these methods and materials. Furthermore, trainees need to augment their confidence levels. In addition, they need to overcome the feelings of apprehensiveness and vulnerability. Within training and development programs, individuals can generate information in terms of various types of pioneering methods and materials.

As a consequence, the trainees will render an essential contribution in augmenting their knowledge and understanding. Furthermore, they need to lead to an upgradation of motivation and confidence levels towards carrying out all types of job duties and responsibilities in a satisfactory and well-organised manner. As a consequence, the trainees will render an essential contribution to the upgradation of knowledge and understanding in terms of various types of pioneering methods and materials. Therefore, generating information about pioneering methods and materials is an essential factor that highlights the need for attending training and development programs.

C. Honing Decision-Making Skills

Throughout the implementation of various job duties and responsibilities, individuals are required to make decisions based on multiple factors. When making decisions, the analysis needs to be conducted in terms of various types of options and alternatives that are available. After the study is undertaken, a selection is made of the most suitable and worthwhile option or alternative. The individuals in leadership

positions are vested with the authority and responsibility of making wise and productive decisions in terms of various factors. Furthermore, they need to ensure that these are facilitating the progression of human resources and the overall structure of the organisations. Hence, the individuals need to ensure that they are putting into operation the strategies which facilitate the up-gradation of decision-making skills.

The individuals in leadership positions are honing their decision-making skills regularly. On the other hand, other individuals are also required to make decisions based on various factors, such as the utilisation of approaches, techniques, and strategies. When choices are available, individuals are required to make informed and productive decisions based on various factors. Hence, honing of decision-making skills is regarded as vital in doing well in one's job duties and achieving desired goals. Through attending training and development programs, individuals generate information on the meaning and significance of decision-making skills. Therefore, honing decision-making skills is a worthwhile factor highlighting the requirement for attending training and development programs.

D. Providing Solutions to Various Problems

Throughout the implementation of various job duties and responsibilities, various problems arise. The different aspects in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of various types of problems is experienced in a major or minor form. Hence, it is of utmost significance for individuals to cope with multiple kinds of issues appropriately. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into operation various tasks and activities.

Through attending training and development programs, one can enhance their problem-solving skills. These are the skills that facilitate identifying the causes of all types of problems. After the causes have been identified, it is necessary to implement solutions satisfactorily. Hence, the implementation of training methods facilitates the augmentation of skills and abilities among students to provide solutions to different types of problems. Furthermore, these are prevented from assuming a significant form. Therefore, providing solutions to various issues is a meaningful factor highlighting the requirement for attending training and development programs.

E. Leading to Up-gradation of Motivation Levels

All the members, belonging to all job positions, need to lead to the upgradation of motivation levels. As a consequence, their mindsets will be stimulated and they will put in efforts to the best of their abilities. As a consequence, individuals will reinforce a constructive approach. This facilitates the formation of positive viewpoints regarding various factors and individuals with whom one communicates and works. Furthermore, these will facilitate

performing well in one's job duties, achieving desired goals and objectives, and leading to the upgradation of the overall structure of the organisation. Hence, upgrading motivation levels opens the doors to success.

The trainers are utilising various training methods to gather information on different job duties and methodologies. As a consequence, the trainees will render an essential contribution in leading to the up-gradation of knowledge and understanding in terms of various factors and competencies. Hence, the implementation of training methods facilitates the augmentation of skills and abilities among students to provide solutions to different types of problems. Furthermore, these are prevented from giving rise to impediments within the course of implementation of various types of job duties and responsibilities. Therefore, leading to an upgrade in motivation levels is a worthwhile factor that highlights the need for attending training and development programs.

F. Inculcating the Traits of Morality and Ethics

All the members of the organisations, irrespective of their job positions in the hierarchy, are required to inculcate the traits of morality and ethics. These are the traits, which are facilitating in differentiating between appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals, whom one is working with; reinforcing the traits of efficiency, honesty and truthfulness; putting in efforts to one's best abilities; possessing the capabilities to work under stress and carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. Hence, the reinforcement of moral and ethical traits facilitates success in job duties and the achievement of organisational goals. Furthermore, one will contribute to pleasing individuals in leadership positions.

The training and development programs facilitate the generation of information in terms of these traits. The trainers convey the information that, within the course of putting into practice various types of job duties and responsibilities, they need to inculcate the qualities of morality and ethics. These are the traits that will contribute effectively to progression. Furthermore, all members will contribute to the upgradation of motivation and concentration levels towards work. As a consequence, they will be successful in their job duties and responsibilities. Therefore, inculcating the traits of morality and ethics is a prolific factor highlighting the requirement for attending training and development programs.

G. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded as vital in carrying out all types of job duties and responsibilities in a successful manner. These are the traits, which are facilitating in being well-informed in terms of various types of job duties and responsibilities; being well-equipped in terms of different kinds of methodologies and procedures; utilizing multiple types of modern, scientific and innovative methods and materials; putting in efforts to one's best abilities; possessing



the capabilities to work under stress and carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. Hence, reinforcement of traits of diligence, resourcefulness and conscientiousness facilitates doing well in one's job duties and achieving various types of organisational goals.

The training and development programs facilitate the generation of information in terms of these traits. The trainers convey the information that, within the course of practising various types of job duties and responsibilities, they need to instil the qualities of diligence, resourcefulness, and conscientiousness. These are the traits that will contribute satisfactorily to leading to progression. Furthermore, all the members will contribute to the upgradation of motivation and concentration levels towards their job duties and responsibilities. Therefore, implementing the traits of diligence, resourcefulness, and conscientiousness is a lucrative factor highlighting the requirement for attending training and development programs.

H. Reinforcing the Traits of Efficiency, Honesty and Truthfulness

Reinforcing the traits of efficiency, honesty and truthfulness is regarded as vital in carrying out all types of job duties and responsibilities successfully and appropriately. Furthermore, these are facilitating in promoting the well-being and goodwill of the workforce and the overall structure of the organisations. Moreover, these traits facilitate doing well in one's job duties, achieving desired goals and objectives and leading to the up-gradation of the overall structure of the organisations. Hence, upgradation of these traits opens the doors towards success. All the members, belonging to all job positions in the hierarchy, need to implement these traits satisfactorily. These are considered to be positive in leading to progression.

The trainers are utilising various training methods to gather information on different job duties and methodologies. As a consequence, the trainees will render an essential contribution in leading to the up-gradation of knowledge and understanding in terms of various factors and competencies. Hence, the implementation of training methods facilitates the augmentation of information regarding these traits among students to provide solutions to different types of problems. Furthermore, these are prevented from giving rise to impediments within the course of implementation of various types of job duties and responsibilities. Therefore, reinforcing the traits of efficiency, honesty, and truthfulness is an advantageous factor, highlighting the requirement for attending training and development programs.

III. AUGMENTING COMPETENCIES

The trainers in training programs augment different types of competencies among trainees. These are, pursuing, convincing, planning, organizing, directing, controlling, coordinating, leading, negotiating, emotional intelligence, systems thinking, putting in efforts to one's best abilities, possessing the capabilities to work under stress, coping with various types of dilemmas and challenging situations in an

adequate manner and carrying out all kinds of job duties and responsibilities in a satisfactory manner. Individuals in all job positions are required to utilise various kinds of competencies satisfactorily. These are facilitating in carrying out all types of job duties and responsibilities in a well-ordered manner (Organising Successful Meetings, n.d.) [1].

The trainers utilise various training methods to generate information on different types of competencies. As a consequence, the trainees will render an essential contribution in leading to the up-gradation of knowledge and understanding in terms of various factors and competencies. Hence, the implementation of training methods facilitates the augmentation of information regarding these traits among students to overcome different types of setbacks. Furthermore, these are prevented from giving rise to impediments within the course of implementation of various types of job duties and responsibilities. Moreover, members can make use of multiple kinds of modern, scientific and innovative methods and materials. Therefore, augmenting competencies is an advantageous factor that highlights the need for attending training and development programs.

A. Generating information regarding Infrastructure, Amenities and Facilities

Within the course of attending training and development programs, one is generating information in terms of various types of infrastructure, amenities and facilities. These include power supplies, water supplies, restrooms, clean drinking water, furniture, heating and cooling equipment tailored to weather conditions, communication networks, transportation facilities, internet access, ramps, elevators, parks, buildings, and overall environmental conditions. As a consequence of making provision of infrastructure, amenities and facilities, the individuals feel comfortable within the working environment. Furthermore, they will lead to an upgradation of motivation and concentration levels towards the implementation of job duties and responsibilities.

As a consequence, one will make a significant contribution to performing one's job duties effectively and achieving the desired outcomes. When one feels contented within the working environment, they will render a substantial contribution by putting in their best efforts. The individuals need to augment information in terms of various types of measures to manage infrastructure, amenities and facilities. Furthermore, wastage needs to be prevented. In this manner, progression will take place among members and the overall structure of the organisation. Hence, all members need to be well-aware in terms of ways of managing infrastructure, amenities and facilities satisfactorily. Therefore, generating information regarding infrastructure, amenities, and facilities is a valuable factor that highlights the need for attending training and development programs.

B. Advantages of Attending Training and Development Programs

The trainers need to implement

various types of training methods and materials to enhance information sharing among trainees. All kinds of training methods and materials are implemented in a well-organised and satisfactory manner. Furthermore, the implementation of traits such as morality, ethics, diligence, and conscientiousness facilitates success in job duties, achievement of organisational goals, enhancement of organisational culture, and improvement of the overall organisational structure (Organising Training Workshops and Seminars, 2010) [2]. Hence, attending training and development programs is considered beneficial to human resources and the overall organisational structure. These are regarded as the key to the progression of human resources and organisations as a whole. Hence, their up-gradation is regarded as of utmost significance. These are advantageous on a comprehensive basis. Hence, throughout the jobs of the individuals in leadership positions, they need to emphasise leading to the upgradation of these programs. Therefore, the advantages of attending training and development programs are stated as follows:

- Honing communication skills and interactive abilities.
- Generating information in terms of organisational goals.
- Generating information regarding job duties and responsibilities.
- Augmenting information regarding methodologies and procedures.
- Generating information regarding pioneering methods and materials.
- Honing analytical and critical-thinking skills.
- Honing decision-making skills.
- Taking out sufficient time for all tasks and activities.
- Providing solutions to various types of problems.
- Leading to an upgradation of motivation and concentration levels.
- Inculcating the traits of morality and ethics.
- Implementing the traits of diligence, resourcefulness and conscientiousness.
- Reinforcing the traits of efficiency, honesty and truthfulness.
- Augmenting various types of competencies and abilities.
- Managing financial, human, technical, material and information resources.
- Generating information regarding infrastructure, amenities and facilities.
- Developing mutual understanding with other members.
- Carrying out all types of tasks and activities in a well-organised manner.
- Promoting enhancement of organisational culture.
- Leading to the up-gradation of the overall structure of the organisations.

IV. CONCLUSION

Training and development programs are the programs that facilitate the augmentation of information regarding various aspects of organisations. Factors highlighting the requirement for attending training and development programs are, generating information in terms of organizational goals, understanding job duties and responsibilities, understanding methodologies and procedures, generating information regarding pioneering methods and materials, honing decision-making skills, providing solutions to various problems, leading to up-gradation of motivation levels, inculcating the traits of morality and ethics, implementing the qualities of diligence, resourcefulness and conscientiousness, reinforcing the qualities of efficiency, honesty and truthfulness, augmenting competencies and generating information regarding infrastructure, amenities and facilities. Attending training and development programs is advantageous to members and the overall organisation. Finally, it can be stated that attending training and development programs facilitates the augmentation of competencies and abilities.

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I must verify the accuracy of the following information as the article's author.

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