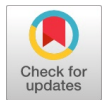


# Attending Training and Development Programs: Vital in Augmenting Knowledge and Skills

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**Abstract:** *The main objective of this research paper is to acquire an efficient understanding of the meaning and significance of training and development programs. These are the programs that facilitate the generation of information among trainees regarding various factors of the organisations. The trainers are required to use a variety of training methods and materials to augment knowledge, skills, and abilities. These need to be put into operation in a well-ordered and regimented manner. With advancements taking place and the advent of modernisation and globalisation, individuals attend these programs and generate information on various pioneering methods and materials. This is facilitated through attending training and development programs. As a consequence, individuals will contribute effectively to the performance of all job duties and responsibilities. Furthermore, individuals will make a significant contribution to meeting the expectations of those in leadership positions. Hence, to increase employee morale and upgrade the overall structure of organisations, it is of utmost significance to upgrade training and development programs. Therefore, attending training and development programs is vital in augmenting knowledge and skills. The main concepts addressed in this research paper are the meaning and significance of training and development programs, the factors that highlight the need for them, and their objectives.*

**Keywords:** *Human Resources, Knowledge, Organizations, Skills, Trainees, Trainers, Training and Development Programs, Up-gradation*

## I. INTRODUCTION

Human resources are regarded as an organisation's assets. They are required to utilise their educational qualifications, skills, and abilities to perform their job duties well, achieve the desired goals and objectives, and contribute to the overall upgradation of the organisation's structures. When individuals are recruited into organisations, they are required to enrol in training and development programs. These are the programs that facilitate the imparting of information in terms of various aspects of the organizations, i.e. goals, objectives, mission, purpose, job duties, responsibilities, methodologies, procedures, approaches, techniques, infrastructure, amenities, facilities, resources,

organisational culture and overall structure. The individuals in leadership positions recruit well-qualified and competent trainers. They need to use effective training methods to impart information to trainees (Chapter 3, n.d.) [1]. Hence, leaders need to emphasise leading to the upgradation of training and development programs. Therefore, it is understood that enhancing training and development programs is vital to advancing human resources.

In all types of organisations, all members, across all job positions in the hierarchy, need to be well-informed about organisational goals and objectives. Some of these are leading to increased productivity and profitability, improved employee morale, meeting customer demands, and the upgradation of organisational culture, among other benefits. To achieve a wide range of goals and objectives, individuals must be well-informed about their job duties and responsibilities. These must be put into operation in a well-organised and satisfactory manner. Furthermore, individuals are required to be well-informed about techniques for doing well in these and for generating desired outcomes (Training Methods, n.d.) [5]. All techniques are to be put into operation in a well-organised and disciplined manner. Furthermore, positivity needs to be reinforced across all methods. As a consequence, individuals will be well-prepared to meet the expectations of those in leadership positions. Therefore, training and development programs facilitate the imparting of information to individuals regarding various job duties and responsibilities.

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

To carry out all job duties and responsibilities in an orderly manner, it is necessary to be well-equipped with a range of methodologies and procedures. These are the ways to do well in all types of job duties and responsibilities. The individuals are required to understand the concepts. Furthermore, they need to get engaged in regular practice. Regular practice is regarded as of utmost significance in augmenting information in these areas. Regular practice is considered vital for effectively disseminating information on various methodologies and procedures. Furthermore, individuals need to be efficient, honest and meticulous in their work. In addition, individuals need to build confidence and overcome feelings of apprehension and vulnerability. Throughout their careers, individuals need to ensure that they apply different methodologies and procedures effectively to succeed. Furthermore, individuals in leadership positions will be pleased.

By attending training and development programs, individuals contribute significantly by generating information on various methodologies and procedures. Furthermore, the trainees may also put forward their questions.

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These are regarded as vital for augmenting details and understanding. In addition, individuals can put these into practice in a well-organised and satisfactory manner. Therefore, individuals can acquire an efficient understanding of the meaning and significance of training and development programs when information is presented in terms of methodologies and procedures.

With advancements taking place and the advent of modernisation and globalisation, individuals across all job positions are using a range of modern, scientific, and innovative methods and materials. The different types of these methods and materials include the utilisation of multiple tools, devices, apparatus, equipment, machinery, and technologies. The individuals are required to understand the concepts. Furthermore, they need to get engaged in regular practice. Regular practice is regarded as of utmost significance in augmenting information in these areas. Moreover, individuals need to inculcate the traits of morality, ethics, diligence and conscientiousness. These are necessary to perform well in all types of job duties and responsibilities. Furthermore, individuals will make an essential contribution to meeting the expectations of those in leadership positions.

By attending training and development programs, individuals make an essential contribution by generating information on these methods and materials. Furthermore, the questions-and-answers sessions are encouraged. These are facilitating the augmentation of information on various types of these methods and materials. During the implementation of these methods and materials, individuals attend training and development programs to deepen their knowledge of different kinds of these methods and materials. As a consequence of putting these into practice, individuals will make an essential contribution to achieving organisational goals. Therefore, one can gain an understanding of the meaning and significance of training and development programs when information is presented using various modern, scientific, and innovative methods and materials.

It is apparently understood that, within jobs, individuals in all job positions experience dilemmas and challenging situations. The different areas in terms of which these are experienced are, job duties, responsibilities, methodologies, procedures, approaches, techniques, strategies, 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 dilemmas and challenging situations varies in degree. Hence, to carry out a wide range of tasks and activities effectively, individuals need to cope with various dilemmas and difficult situations. Furthermore, these need to be prevented from causing impediments to performing well across all types of job duties and responsibilities.

By attending training and development programs, trainees generate information on problem-solving skills. These are the skills that facilitate identifying the causes of problems. After the causes have been identified, individuals are required to provide solutions to these in an effective manner.

Furthermore, all types of dilemmas and challenging situations must be prevented from creating impediments to achieving desired goals. In this manner, up-gradation takes place in the overall structure of the organisations. Hence, individuals acknowledge the importance of training and development programs. Therefore, an understanding of the meaning and significance of training and development programs is achieved when trainees are well-prepared to solve a range of problems.

### **B. Factors Highlighting the Requirement of Training and Development Programs**

The organisations are of different types, i.e., educational institutions, training centres, service organisations, production and manufacturing organisations, financial institutions, non-government organisations, agencies, and so forth. In all types of organisations, there are individuals belonging to all job positions in the hierarchy. In all job positions, job duties and responsibilities are to be carried out in a well-organised and disciplined manner. When recruiting and selecting individuals, work experience is regarded as vital. This is the key, enabling individuals to raise awareness of job duties and methodologies and to apply them appropriately. By attending training and development programs, individuals gain information on various methods and procedures to achieve desired outcomes (Human Resources Management and Training, 2013) [2].

The members of the organisations need to augment the information with factors that highlight the need for training and development programs. All types of factors must be understood adequately. The generation of information regarding all these factors is vital to enhancing these programs. In other words, when individuals are well-informed about all these factors, they will work diligently to upgrade these programs. Not only individuals in leadership positions, but all other members of the organisations as well need to be well-informed about these factors. Therefore, factors highlighting the requirement of training and development programs are stated as follows:

## **II. BEING WELL-INFORMED REGARDING ORGANIZATIONAL GOALS**

The members, across all job positions in the hierarchy, need to be well-informed about organisational goals. These are, adequately implementing recruitment and selection methods; utilizing pioneering methods and materials; organizing seminars and workshops; augmenting competencies and abilities; leading to an increase in productivity and profitability; increasing employee morale; meeting customer demands; carrying out all types of job duties and responsibilities in a satisfactory manner; leading to up-gradation of organizational culture and bringing about improvements in organizational structure. To achieve a wide range of goals and objectives, individuals must be well-informed about their job duties and responsibilities.

These must be put into operation in a well-organised and satisfactory manner. Furthermore, individuals are required to be well-informed about techniques for doing well in these and for generating the desired outcomes. All methods

are to be implemented efficiently and in a disciplined manner. Furthermore, positivity needs to be reinforced across all methods. As a consequence, individuals will be well-prepared to achieve a wide range of goals and objectives. In addition, the inculcation of traits such as efficiency, truthfulness, and reliability is regarded as worthwhile. Therefore, being well-informed about organisational goals is considered an indispensable factor in the need for training and development programs.

#### **A. Generating Information Regarding Job Duties and Responsibilities**

In all types of organisations, all members, regardless of job position in the hierarchy, need to be well-informed about their job duties and responsibilities. These are manageable and complicated; they can be completed in less time or take longer, and they are carried out either individually or through coordination with other members. To achieve all types of goals and objectives and enhance organisational structure, individuals must be well-informed about their job duties and responsibilities. These need to be put into operation in a well-ordered and satisfactory manner. Furthermore, individuals are required to be well-informed about techniques for doing well in these and for generating the desired outcomes.

All techniques are to be put into operation in a well-organised and disciplined manner. Furthermore, positivity needs to be reinforced across all methods. As a consequence, individuals will be able to carry out all types of job duties and responsibilities in a well-ordered manner. Furthermore, the workforce will be well-prepared to meet leaders' expectations. Hence, training and development programs provide individuals with information about various job duties and responsibilities. Therefore, generating information on job duties and responsibilities is a significant factor in highlighting the need for training and development programs.

#### **B. Being Well-Informed Regarding Methodologies and Procedures**

To carry out all job duties and responsibilities in an orderly manner, it is necessary to be well-equipped with a range of methodologies and procedures. These are the ways to do well in all types of job duties and responsibilities. The individuals are required to understand the concepts. Furthermore, they need to get engaged in regular practice. Regular practice is regarded as indispensable for augmenting information in these areas. Regular practice is considered vital for effectively disseminating information on various methodologies and procedures. Furthermore, individuals need to be competent, straightforward and resourceful in their work. In addition, individuals need to build confidence and overcome feelings of apprehension and vulnerability. Throughout their careers, individuals need to ensure that they apply different methodologies and procedures effectively to succeed. Furthermore, individuals in leadership positions will be pleased.

By attending training and development programs, individuals contribute significantly by generating information on various methodologies and procedures. Furthermore, the trainees may also put forward their questions. These are regarded as vital in clarifying all the

doubts. As a consequence, information and understanding will be augmented effectively. In addition, individuals can put these into practice appropriately. Therefore, being well-informed about methodologies and procedures is essential and underscores the need for training and development programs.

### **III. UTILIZING PIONEERING METHODS AND MATERIALS**

With the advent of technology, individuals across all job positions are generating information using a range of pioneering methods and materials. The different types of these methods and materials include the utilisation of multiple tools, devices, apparatus, equipment, machinery, and technologies. The individuals are required to understand the concepts. Furthermore, they need to get engaged in regular practice. Regular practice is regarded as of utmost significance in augmenting information in these areas. Moreover, individuals need to inculcate the traits of goodness, integrity, assiduousness and industriousness. These are necessary to perform well in all types of job duties and responsibilities. Furthermore, individuals will make an essential contribution to meeting the expectations of those in leadership positions.

By attending training and development programs, individuals make an essential contribution by generating information on these methods and materials. Furthermore, the questions-and-answers sessions are encouraged. These are facilitating the augmentation of information on various types of these methods and materials. As a consequence, individuals will contribute effectively to honing confidence levels. During the implementation of these methods and materials, individuals attend training and development programs to deepen their knowledge of different types of these methods and materials. As a consequence of putting these into practice, individuals will make an essential contribution to achieving organisational goals. Therefore, the use of pioneering methods and materials is a key factor underscoring the need for training and development programs.

#### **A. Providing Solutions to Various Problems**

The individuals across all job positions experience problems. The different areas in terms of which these are experienced are, job duties, responsibilities, methodologies, procedures, approaches, techniques, strategies, 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, peer issues, criminal and violent acts and so forth. The influence of various types of problems varies in degree. Hence, to carry out all job duties and responsibilities effectively, individuals need to cope with multiple issues. Furthermore, these need to be prevented from causing impediments to performing well across all types of job duties and responsibilities.

By attending training and development programs, trainees generate information on



problem-solving skills. These are the skills that facilitate identifying the causes of problems. After the causes have been identified, individuals are required to provide solutions to these in an effective manner. Furthermore, all types of issues must be prevented from becoming impediments to achieving the desired goals. In this manner, up-gradation takes place in the overall structure of the organisations. Hence, individuals acknowledge the importance of training and development programs, as they are well-prepared to overcome various impediments. Therefore, providing solutions to diverse problems is a well-known factor underscoring the need for training and development programs.

#### IV. AUGMENTING MOTIVATION LEVELS

The individuals, across all job positions in the organisations' hierarchies, need to emphasise leading the upgradation of motivation levels. These are essential to performing well across all types of job duties and generating the desired outcomes. As a consequence, the individuals' mindsets will be stimulated, and they will put in their best efforts to carry out all types of job duties and responsibilities in a well-organised manner. Furthermore, individuals will make every effort to cope with various kinds of problems to the best of their abilities. Moreover, all types of issues must be prevented from becoming impediments to achieving desired goals and objectives. In this manner, up-gradation takes place in the overall structure of the organisations (Training and Development, n.d.) [3].

By attending training and development programs, trainees gain information on strategies to enhance motivation levels. Furthermore, they are generating information regarding the meaning and significance of motivation levels. Leaders in positions of authority are required to implement measures that enhance motivation, such as rewards, incentives, bonuses, promotional opportunities, paid leave, paid vacations, and pay increases. When these are offered, enthusiasm among the workforce increases. As a consequence, they are contributing effectively to performing well across all types of job duties and responsibilities. Furthermore, human resources will render a significant contribution in meeting the expectations of individuals in leadership positions. Therefore, augmenting motivation levels is a notable factor underscoring the need for training and development programs.

##### A. Augmenting Skills and Abilities

The individuals, belonging to all job positions in the organisation's hierarchy, are required to lead the upgradation of various skills and abilities. The different types of skills are communication skills, decision-making skills, analytical skills, critical-thinking skills, problem-solving skills, time-management skills, creative skills, technical skills, personal skills, professional skills, presentation skills, leadership skills, negotiation skills, intellectual skills, artistic skills, public-speaking skills and educational skills. On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, controlling, co-ordinating, 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 tasks and activities in an appropriate manner. The members, across all job positions, need to use a range of skills and abilities to generate the desired outcomes.

By attending training and development programs, trainees gain information about various skills and abilities. As a consequence, they are contributing effectively to performing well across a wide range of job duties and responsibilities. In addition, individuals will be well-prepared to achieve various types of organisational goals. Furthermore, human resources will render a significant contribution in meeting the expectations of individuals in leadership positions. Hence, it is understood that skills and abilities are vital to the progression of human resources and the overall organisational structure. Therefore, augmenting skills and abilities is a key factor underscoring the need for training and development programs.

##### B. Developing Mutual Understanding with Others

Across all types of organisations, some job duties and responsibilities are carried out individually, whereas others are performed collaboratively and integrated with other members. Hence, it is of utmost significance for individuals to develop mutual understanding with other members. By attending training and development programs, trainees generate information about the meaning and importance of creating mutual understanding. To carry out this task, individuals are required to augment information in terms of various factors, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; reinforcing the traits of efficiency, honesty and truthfulness; depicting the characteristics of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. As a consequence of acknowledging and implementing all these factors, one will contribute effectively to developing mutual understanding.

As a consequence, individuals' mindsets will be stimulated, and they will put forth their best efforts to carry out all job duties and responsibilities in an orderly manner. Furthermore, individuals will make every effort to cope with various kinds of problems to the best of their abilities. The main reason is that they will have support and assistance from others in carrying out a wide range of tasks and activities in an orderly manner. Hence, the development of mutual understanding facilitates effective performance across a range of job duties and yields the desired outcomes. Therefore, developing mutual understanding with others underscores the need for training and development programs.

##### C. Promoting Enhancement of Organisational Culture

Promoting the enhancement of organisational culture is regarded as one of the primary goals of individuals across all job positions in the organisation's hierarchy. To achieve this goal, there are certain factors in terms of which one needs to be aware, i.e. implementing effective communication processes; inculcating the traits of morality and ethics; implementing the qualities of diligence, resourcefulness and conscientiousness; reinforcing

the traits of efficiency, honesty and truthfulness; generating information regarding job duties and responsibilities; being well-informed regarding methodologies and procedures; utilizing pioneering methods and materials; providing solutions to various problems; augmenting motivation levels; augmenting skills and abilities; developing mutual understanding with others; managing financial, human, technical, material and information resources; making provision of infrastructure, amenities and facilities and carrying out all types of tasks and activities in a well-ordered manner.

By attending training and development programs, trainees generate information on all these factors. Furthermore, they need to ensure that they put these factors into operation in a well-ordered manner. In the course of putting these factors into operation, there are also problems. These need to be addressed adequately to generate the desired outcomes. As a consequence, they will be able to make an essential contribution to the up-gradation of organisational culture. Therefore, promoting the enhancement of organisational culture is a favourable factor, highlighting the need for training and development programs.

#### D. Leading to Up-Gradation of the Overall Structure of the Organisations

Upgrading the organisation's overall structure is regarded as a primary goal by individuals across all job positions in the organisation's hierarchy. To achieve this goal, there are certain factors in terms of which one needs to be aware, i.e. implementing effective communication processes; making wise and productive decisions; inculcating the traits of morality and ethics; implementing the qualities of diligence, resourcefulness and conscientiousness; reinforcing the qualities of efficiency, honesty and truthfulness; generating information regarding job duties and responsibilities; being well-informed regarding methodologies and procedures; utilizing pioneering methods and materials; providing solutions to various problems; taking out sufficient time for all tasks and activities; augmenting motivation levels; augmenting skills and abilities; developing mutual understanding with others; managing financial, human, technical, material and information resources; making provision of infrastructure, amenities and facilities and carrying out all types of tasks and activities in a well-ordered manner.

Throughout their careers, individuals need to acknowledge and implement all these factors. By attending training and development programs, trainees generate information on all these factors. Furthermore, they need to ensure that they put these factors into operation in a well-ordered manner. In addition, positivity needs to be reinforced across all aspects. As a consequence, all members will make an essential contribution to performing well across all types of job duties and responsibilities. Furthermore, desired outcomes will be generated. Therefore, the up-gradation of organisations' overall structure is a valuable factor that underscores the need for training and development programs.

#### E. Objectives of Training and Development Programs

In different types of organisations, e.g., service organisations, production and manufacturing organisations, financial institutions, and so forth, when individuals are recruited, they are required to enrol in training and

development programs. These are the programs that facilitate the imparting of information on various aspects of the organisations. The individuals in leadership positions recruit well-qualified and competent trainers. They need to use effective training methods to impart information to trainees. The different types of training methods that are implemented include: lecture method, case studies, simulation, vestibule training, fieldwork, group discussions, job rotation, and so forth. The trainers and trainees need to work collaboratively and integrate to lead the up-gradation of various training methods. In other words, to successfully carry out all types of job duties and responsibilities, it is of utmost importance for individuals to lead the upgradation of training methods. Furthermore, different kinds of materials are to be used to perform well across all job duties and responsibilities.

The trainers need to ensure that they are facilitating trainees in generating information on various factors of the organisations. In other words, trainees should benefit from training methods. The individuals in leadership positions are vested with the authority and responsibility of leading the upgradation of these programs. They are emphasising the utilisation of financial, human, technical, material, and information resources to generate the desired outcomes (Training and Development, n.d.) [4]. The leaders need to emphasise leading to the upgradation of training and development programs. Hence, it is understood that enhancing training and development programs is vital to advancing human resources. Furthermore, information needs to be augmented to include the objectives of training and development programs. These are stated as follows:

- i. Generating information regarding organisational goals and objectives.
- ii. Implementing effective communication processes.
- iii. Honing analytical, critical-thinking and problem-solving skills.
- iv. Making wise and productive decisions.
- v. Generating information regarding job duties and responsibilities.
- vi. Augmenting information in terms of methodologies and procedures.
- vii. Utilizing different types of pioneering methods and materials.
- viii. Inculcating the traits of morality and ethics.
- ix. Implementing the traits of diligence, resourcefulness and conscientiousness.
- x. Reinforcing the traits of efficiency, honesty and truthfulness.
- xi. Putting in efforts to one's best abilities.
- xii. Possessing the ability to work under stress.
- xiii. Providing solutions to various types of problems.
- xiv. Forming cordial and amiable terms and relationships with each other.
- xv. Promoting teamwork.
- xvi. Reinforcing a constructive approach.
- xvii. Forming positive viewpoints in terms of various factors of organizations.
- xviii. Promoting the well-being of human resources and the overall organisational structure.
- xix. Leading to the up-gradation of organisational culture.

- xx. Creating an amiable environment within the workplace.

### V. CONCLUSION

Training and development programs impart information on various aspects of organisations. Factors highlighting the requirement of training and development programs are, being well-informed regarding organizational goals, generating information regarding job duties and responsibilities, being well-informed regarding methodologies and procedures, utilizing pioneering methods and materials, providing solutions to various problems, augmenting motivation levels, augmenting skills and abilities, developing mutual understanding with others, promoting enhancement of organizational culture and leading to up-gradation of overall structure of the organizations. Furthermore, one needs to be well-informed regarding the objectives of these programs. Finally, it can be stated that training and development programs are vital to the progression of employees and organisations.

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

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