Employee Training Proposal

The following is a proposal based on a particular situation I have experienced on my job, which can relate to most work environments. This is a proposal for the improvement of training and methods of training on the job. The following will include the needs of the situation and its objectives. Furthermore, this proposal give an overall in depth examination of the people and the risks involved.

The work related situation at hand is training. I am proposing to improve training and its methods within this organization. Every organization needs to have a well-trained, experienced staff in order to perform the activities that are essential to the functionality of the organization. In the event that the current or potential job occupant can meet the new training requirements, training is not needed. Yet, when this is not the case, it is essential to raise the skill and increase the versatility and adaptability of employees.

Inadequate job performance or a decline in productivity or changes resulting out of job redesigning or a technological breakthrough requires some type of training and development efforts. Training is defined as a process of learning a sequence of programmed behavior. It is the application of knowledge that gives people an awareness of the rules and procedures to guide their behavior. It attempts to improve their performance on the current job or prepare them for an intended job. (Mamoria & Gankar, 2002)

The needs of the situation are that this organization is a growing organization and it has several competitors in the market. More recently, there have been many new companies that have entered the market and have been using new technology and modern methods to improve their productivity. With that said, the human resource department also needs to be trained. This will give them the ability to use the modern technology and improve their performance in the industry where they are facing competition.

The objective of the proposal is to enhance the skills of the employees in order to improve their productivity and efficiency and eventually achieving high profits and growth. The next section of this proposal will involve the assumptions to undertake the given proposal once it is ready to be applied. The following will examine information about the people or the departments involved in this particular proposal.

One assumption that can be made regarding the proposal is that the goals of the employees and the organization and are in alignment with each other. Both, the employees and the organization, aim at improving the overall performance and the profits of the organization. Along with personal growth, the employees also want benefit from good progression of the organization. The project is time bound and will be completed in a specific period of time. Therefore, it should be goal oriented, or centered towards a goal like increase in profits or reduction in costs or reducing the employee turnover.

The main people or departments that are to be involved in this project are the human resource departments, which will start and facilitate the training program, and the employees that will undergo training. It is important for the employees because it is expected to bring about a drastic change and improvement in their performance. (Gupta, 2007) The HR department is responsible for the training of the employees of other departments and they are expected to equip the employees with the necessary skills so that they can adopt the latest methods and use the modern technology.

In the midst of all the training proposed, there are a few risks involved as well. The risks involved include the cost of training the employees. If the employees are not able to understand and grasp what they have been taught while their training, it will not be feasible at all. This would result in a pointless expedition as a whole. Which would not serve as useful in regards to the organizations growth.

A good question to as is, why is this even considered a project? My proposal would be considered as a project because training itself is a vital part of any organization and it is indispensable for it. (Mamoria & Gankar, 2002) It is also considered a project because of one simple reason: This proposal involves some sort of cost. This project involves risks as well as returns. It would be time consuming, meaning it will take some time to complete the project. All of which makes this proposal a project, as well as a perfect solution.

Reference:

1) Gupta, C. B. (2007). Human Resource Management, New Delhi: Sultan Chand & Sons.

2) Mamoria, C. B. & Gankar, S. V. (2002). Personnel Management, 22nd Edition, Mumbai: Himalaya Publishing House.