

# Human resource management

Business



Human Resource Management Training is important at work because it enables the new recruits to become advantageous and productive for the organizations. It also helps them to gain experience and get more hang of their work. These trainings prevent them from making costly mistakes by not knowing the proper procedures of work. The length of these training may vary from job to job or it also depends on the complexity of the projects, the level or the importance it holds within an organization. Although there are no specific ways applied in training because different situations, different assignments call for different methods but the two different types of on the job training types are

TYPES OF TRAININGS (Rapid Training Development 2010):

On-the-job training

Off-the-job training

ON-THE-JOB TRAINING: It takes place in a normal work environment using the actual projects, documents, tools and the work place as the training location. In this type the trainee is assigned to a supervisor or a senior employee and he/she observes their training in more like a one to one situation. The purpose of on-the-job training is a better work performance; the trainer can not only focus on his/her input in training, in fact the trainings must have its desired impacts.

Although there are no specific ways applied in training because different situations, different assignments call for different methods but the many different types of on the job training are (Rapid Training Development 2010):

Job rotation

Coaching

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Job instruction

Committee assignments

Apprenticeship

Internship

**JOB ROTATION:** Job rotation is one of the commonly used methods in on-the-job trainings, this method involves the trainee to move from one job or assignment to another in order to gain experience. In this method the trainees are placed under each and every type of job from clerical job to assistant, cashier, manager for them to learn the importance and the manner to handle every job.

**COACHING:** in this method the trainee is placed under the watchful eyes of a supervisor who acts as a coach and supervises him/her through different assignments. They offer their feedbacks regarding the trainees work and performance make suggestions and help them make improvements in their work quality. But there is only one limitation for the trainee that he/she cannot express their ideas so openly.

**JOB INSTRUCTION:** this method is also known as “ step-by-step training”, in which the trainer explains the different ways of doing jobs. He also gives him/her job knowledge, teaches them the method of doing it and allows him to do the job on their own but under their supervision. After the job is job the trainer appraises, provides feedback, and corrects the mistakes that are made.

The method that is often used in organizations is the coaching method because it is more cost effective, and often the trainee shares duties with the supervisor to lessen their burden. This way they learn more effectively and get the chance to handle more complex projects with the help of their

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mentors.

#### Works Cited

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