

Efficacy of Orientation Training Programme in Organizations

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Introduction

In today's cut-throat competitive world, attracting and sustaining the proficient employees is the pinnacle priority for all the organizations. Here the induction training plays a crucial role for an organization to attain its long term competitiveness. Induction training bridges the gap between fresh recruits and organizations. It will help both the organizations and fresh human resources to build up a healthy relationship between them. "Training is an organized activity for increasing the knowledge and skills of people for a definite purpose. The trainees acquire technical knowledge, skills and problem solving ability by undergoing the training programme. Training makes a very important contribution to the development of the organization's human resources and hence to the achievement of its aims and objectives. Training needs to be effectively managed so that the right training is given to the right people, in the right form, at the right time and at the right costs" (*Dr.B.Rathan Reddy, Edition 2012*)

"Training is the act of increasing the knowledge and skill of an employee for doing a particular job" (*Edwin B.Flippo*)

"The organized procedure by which people learns knowledge and skill for a definite purpose" (*Dale S.Beach*)

Induction Training

Induction training is efficient training. The efficient model supplements natural learning with a systematic intrusion that relates to the organizations objectives. The structures of induction training include: Training is part of the organizations overall planning process and is in line with its goals.

Induction training is the preliminary training given to new-fangled employees. The first impression is best one, when new employees join the organization. The initial collaboration and relationship, the organization has with the new employees is very significant to resolve upon the future accomplishment and responsibility in the later period. Training is the systematic procedure by which an employee enhances the knowledge and skills for doing a particular job. It means the training is the anticipated and organized activity to divulge skills, knowledge and technology with a systematic methodology which is very spirited to the employees. It is also a fact that new employees who join the organization, have lots of belief, expectation about job, boss, environment, nature of work etc. It is the responsibility of the organization to make the new

employees gratified as well. The effectiveness of induction programme depends not only in familiarizing the new employees, but it is right strategy to make the employees as a 'Right-fit' to the organization. So, it should be done analytically and meticulously and make the employees to regulate with organization culture. Hence more reputation is given for the effectiveness of induction training and need to be appraised periodically to rally the induction programme.

Why new employee needs an Induction Training Programme?

Attracting and retaining employees have become an inspiring task in the economic environment. The induction training program is designed to acquaint with new employees to an organization. It distresses how much an employee feels valued by the organization. Besides, it obliges to live up to the expectations of new employees, endorsing that they have made the right decision joining in an organization. It should also inspire the new employees to stay with you for the long term.

On boarding data

- 90% of employees make their decision to stay at a company within the first six months.
- 22% of employee turnover happens in the first 45 days of employment.
- One in three newly hired employee's leaves before the end of their first year.
- 69% of new employees more likely to stay because of effective on boarding.
(www.Polarisft.com)

Role and Responsibilities of Induction Program

The core HR department is wholly responsible for conducting an induction training programme in an organization. Line manager has to manage induction schedule and allot team leader for new employee.

Team leader should prepare training schedule and be responsible for each new employee. They should make adjustments in induction plan, if needed. HR department has maintained the database of induction program. The feedback session will be conducted by HR department for the new employees.

Induction Training Elements

1. Company Element

- ✓ Company synopsis
- ✓ Company antiquity
- ✓ Company vision and mission
- ✓ Company strategy
- ✓ Company traditions and principles
- ✓ Organizational structure
- ✓ Network of operations
- ✓ Company products

2. HR Element

- ✓ Job welfares
- ✓ HR strategies
- ✓ HR practices
- ✓ Welcome package
- ✓ Employment contract
- ✓ Employee handbook

3. IT Element

- ✓ IT policy
- ✓ IT helpdesk support processes
- ✓ Software required for the job
- ✓ Usage of company hardware/ software

4. Job Element

- ✓ Department overview
- ✓ Department organizational structure
- ✓ Department explicit policies
- ✓ New employee's job profile
- ✓ New employee's job intentions

Segments of Induction Programme

a) Universal Induction

The HR department conducts the first segment of induction. The main purpose of this induction is to attract the new employees to the organization by explaining him the mission, objectives, history and philosophy of the organization. The HR manager should explain the job nature, job description, salary, promotion, personnel policies and grievance handling practiced in the organization to the new employees. The induction training conducted for a few days or a few weeks depending on the organization. This would indoctrinate the new employees to work in the organization for long term.

b) Explicit Induction

The new employee's superior directs this induction training programme. The superior person should explain the job description to the new employees. The superior person should show the work place, around the premises, introduce to the team members, and briefly explain the methods and procedures regarding his job. This training helps the new employees to fine-tune with his work environment.

c) Development Induction

The new employee's absorbs the main persistence of this training superior to substantiate whether the new employees triumph adapted with their work atmosphere. At the end of induction training, feedback session conducted to the

new employees, so that they can make the induction training more effective in future.

Conclusion

In this concept paper, the researcher explored that by skills acquired by the new employees also regulate the efficiency of the programme. It has scrutinized the elements through which the effectiveness of induction training programs is proficient in the organization. Induction training is very imperative since it is the disposition in development for the forthcoming achievement of organization by training the new employees as obligatory by the organization. They should sustain a moral affiliation between managers and employees. Training and Development Program is a necessity for all the employees, so that they can expand their professionalism. It helps to rally the evolution and enlargement of organization.

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