



TO STUDY TRAINING AND DEVELOPMENT WITH REFERENCE TO OLON INDIA

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Abstract

HR department is the most important functioning department in corporate world, It's a prime for business world. Each and every work is done under HR department. It is distributed with different divisions and responsibilities, some look after training and development, than recruitment process, motivating and encouraging employees and giving them proper benefits and fulfilling their needs. In this report I have studied about training and development process with reference to Olon India. This research is based on qualitative data. Therefore the primary data is collected from the senior and junior employees of the company. Secondary data is collected from the website and literature available about the company. Data is analyzed with the help of charts and diagrams and other techniques of qualitative data analysis. Necessary conclusions and suggestions are provided in this report which is communicated to the company as inputs from my side to the company. The overall effectiveness of the training and development process in the company is considerably good.

Introduction

Each field in workplace is always equal in it's State. Just the thing is how we make it masterpiece Same while Human Resource Management is process of recruiting, selecting employees, implementing, providing proper orientation and introduction, and training and development. It's a vast field which has so many sub skills and orientation in it. Just as Development orientation, people orientation, Employee orientation, etc. It also gives opportunities and is future oriented and also universal all over i.e. It is applicable across every type of organisations.

Review of literature

HR is not just a part but one whole different universe of an organisation. It's work is not up to just hiring, training, implementing and looking only after workers orientation, but it is more than what its looks like. HR play's indispensable part in organisation. Till now there are numerous definition, functions, and different points of view are suggested from entrepreneurs regarding HR department,

but there are so many ways where HR department can increase the value of organisations that even an entrepreneur have not realize. Such as giving strategic advantage, It just don't depends on something related to guts, where as entrepreneurs thinks that HR is something who trust their guts while hiring and making decisions, It think of it as talent management, It adds real values, IT needs to be incorporated in business planning. Hr has so many confidential information with them and need the chance to bolster the planning to implement schemes and long term objectives.

Objectives

1. To study organisation structure through reference with Olon India.
2. To analyze different field in HR department.
3. To study HR functions and process.
4. To learn skills through training and development process in HR department.
5. To study some HRM key responsibilities.

Research Methodology

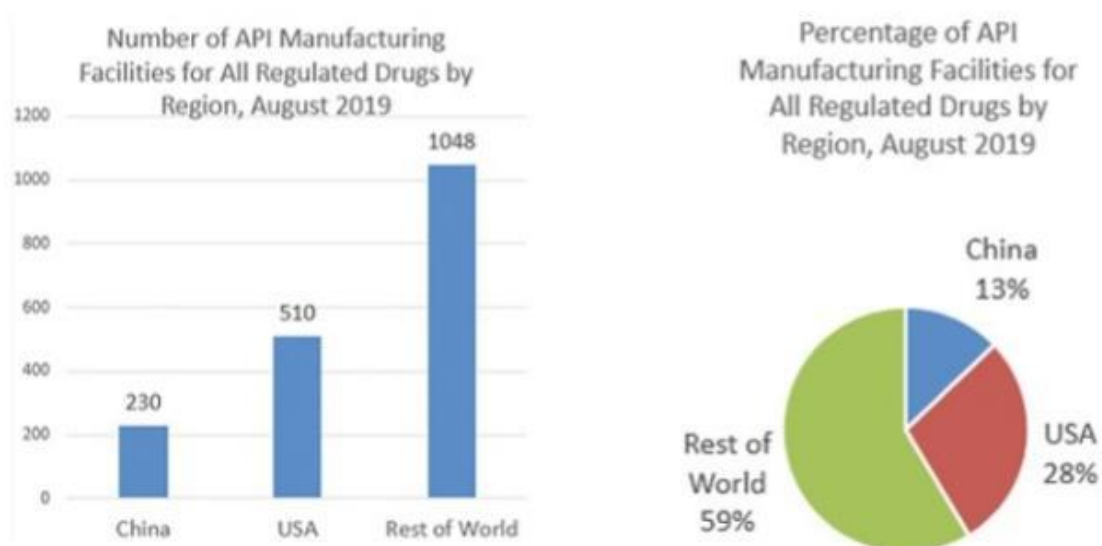


A company is not just about one department but it is a combination of different departments and without which it can not be handled. Each and every department is interrelated to each other and without there co-ordination nothing Can be managed. Here is the best example of the company where I got to learn the organizational structure of the company. There are numerous functions and responsibilities distributed to HR department and they have to complete and look after that tasks in any condition. Here I have analyze with some of them. First and foremost is Recruit candidate, Hire right candidate, process payroll, conduct disciplinary actions, giving feedback, update policies, maintain employees record, conduct benefit analysis, providing career growth, offering

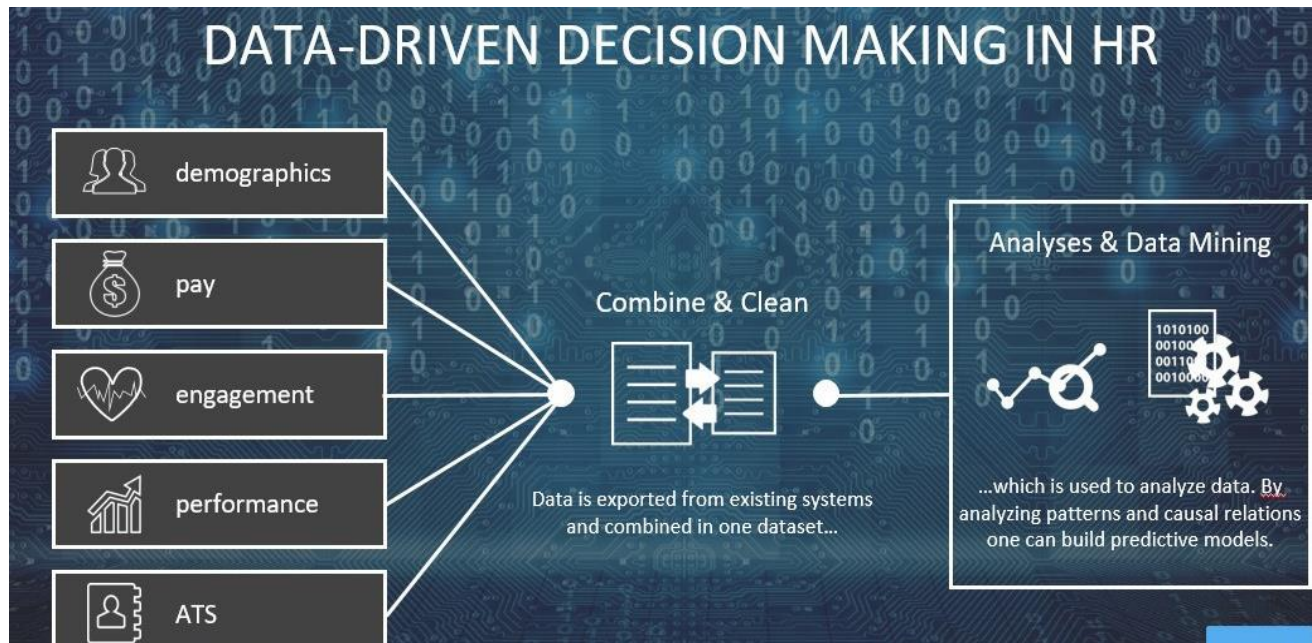
continuous education, supporting health and wellness etc. and all of this are so much crucial that each one should be managed properly. The things which I have learnt from Training and development process in HR department are Equipping employees with training and resources, creating a positive organizational culture, meeting compliance regulations, principles of human resources, position and structure of HRM, and this helped me to understand that how perfectly an organisation stem for its mission, vision, and values, it properly handles each and every situation and responsibilities. It offers proper knowledge training and professional development throughout employees, it looks after health insurance and intangible benefits likes camaraderie and friendship. Its audits helps to minimize liability, protect from hazardous condition and unfair allegation. It secures, guide, develop, helps to achieve personal policies. It motives and devotes to shaping of appropriate corporate culture. Human resources management is combined with development of both individual and organisation in which they operate. It secure the talent of individual workers, and also implement program that enhance communication and cooperation between workers and organizational development. Human resources management include job analysis and staffing which helps during employment. Organisation and utilization of work force, appraisal of work force performance, implementing rewards for employees, maintain work force etc. Finally it sounds like “ecstatic Employees are foundation of thriving business, and human resources management is glue that holds it together.”

Data analysis

Figure 2: Number and Percentage of API Manufacturing Facilities for All Drugs by Region (August 2019)



Source: Center for Drug Evaluation and Research, US Food and Drug Administration



Finding

Selective hiring; hiring a right person :- It is found by the researcher that the company takes at most care while selecting and hiring the most appropriate or right candidate through a strict hiring process.

Providing security to employees :- The security system provided is not just advanced but also so many man power is also available for each and every department. Technology used to secure is also advanced and appropriate.

Self managed and effective teams :- Every single person has been distributed a proper amount of work load which is properly and enthusiastically managed with a proper time and sequence.

Fair and best performances :- No maal practice is taken place and the people working their give their best participate and mix with each and every situation of the company.

Training and relevant skills :- After joining their proper training is given even the knowledge of every department is provided with easy way of understanding they are taught the basics and trained to deal with emergency situation.

Creating best egalitarian originations :- Each and every one give their best with their department all are so busy that they just have a hardly time to chill. They are busy with innovative ides which will benefit company and its progress.

Suggestions

Improve organizational communication :- In HR it's some time better to pick up the phone as the famous dialogue of HR is always committed talk to you later , which really makes mess.

Develop an effective training program :- Training should be given to each candidate after years also as the technology and years changes with different processes and that can cause mess.

Provide more regular feedback to employee :- This is most important and makes one feel happy the employees working under you should feel that you are proud of them and will give the best after your feedback.

Build a company cultural vision :- Build a strong relationship with employees, give them a feedback and encourage them to work , give some time and go through some matters which can help in building a company's progress.

Use availability technology :- To keep the record of the labors use the technology sometime man made work can be messed and hand written record can be destroyed.

Take advantage of proper and advanced data :- Technology and skills change every day and a new day begins with new system, even this thing is applicable here you can make a whole company advanced and technology based which can make one self easy and work time will be completed fast.

Conclusion

This project on study of HR training and development initiative and promote the company's culture to create a safe and positive work environment. This training and development helps companies gain top talents, increase jobs satisfaction and morals, improve productivity and earn more profit. In this case study I have learnt a simple mantras and that is "in order to build a rewarding employees experience, you need to understand what matters most to them." You have to plan such productivity that makes companies profit and promotes its success to the high peak without messing and risking a loss."

Reference

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