

Training Key Areas

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TRAINING IN KEY AREAS 1

Introduction

Employee training enhances business and organizational prosperity. Employees must know exactly what is expected of them in terms of performance and for that to happen training is necessary. Most companies prefer to hire a small number of qualified employees and the rest underqualified. This is because underqualified workers cost less to hire and retain than real professionals. Recruiting underqualified personnel and training them to reach professional standards costs less than hiring a fully qualified one.

Technological advancement, change of responsibilities, promotions and change in organizational policies present challenges to employees, thus, the manager must take the initiative to train them. That is being said; employee training enhances consistence, improved performance, and satisfaction and helps the organization to achieve its objectives. Strengths and weaknesses of employees must be assessed in separation to allow maximum results. The training part usually takes care of the weaknesses.

Untrained employees are unhappy and under-motivated employees. Employees who do not receive adequate and effective training feel less confident and under-productive. This generates negativity and exaggerated sense of professional impotency leading to under performance. Train them to make them feel like the organization cannot move forward without them. Make them feel the organization is something they are ready to die for. These aspects are boosted by training.

However, training cannot be done without a proper and rational procedure. The most significant training machinery is the identification of the key areas of training. Legal

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requirements, diversity, and employee growth are the basic areas that must be sensitized by the HR manager.

Legal Requirements

Any organization must train its employees on legal compliance. More than often employees break the law out of lack of knowledge. It is indeed very unfortunate for a company to pay heavy prices due to legal incompliance caused by one or two employees. Sexual harassment, theft, tax obligations, and third party claims are areas under this training package. Each of the above training subtopics must be trained separately and on different occasions to ensure the workers understand everything inside out (“Training and Developing Employees: Strategic Objective”).

Sexual Harassment

The law requires employers to exercise reasonable care to prevent and quickly correct harassing attitude regardless it was done with or without their knowledge. Failure to this this may lead to the boss being prosecuted. Sexual harassment, more than often, happens because employees are not aware of the legal burden they will carry when taken to court (“Sexual Harassment Policy and Procedures: State of Maryland Policy on Sexual Harassment in the Workplace”).

The law, thus, asks of managers to train employees on sexual harassment. For example, the trainer can define sexual harassment to the trainees, explain laws that forbid sexual harassment, give examples of behavior that qualify as sexual harassment, give example of what is not sexual harassment, and so on. When employees have the knowledge about sexual

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harassment, chances are slim they might misbehave (“Sexual Harassment Policy and Procedures: State of Maryland Policy on Sexual Harassment in the Workplace”).

Aside sexual harassment, employees can be taught what reasonable care and the responsibilities of a supervisor. Being a supervisor does not license one to misbehave toward employees.

Diversity

Organizations must carry out employee diversity training to increase competitive advantage. Exposing employees to one task alone creates boredom and demotivates them. To make them feel more appreciated, employees must be trained to multi task at workplace. The rotation of responsibilities is the best way to train employees on diversity. For instance, most companies allow employees to work in one department in six months and transfer them to another department for the next half a year. This continues until each employee works in all departments.

In addition, the organization must adopt an inclusive policy whereby everybody feels at home. Cultural and professional diversity are crucial to organizational management. Persons from different educational, ethical, religious, and socio-economic backgrounds should work together effectively to enable the firm discover and realize its full potential. Diversity makes everybody feel appreciated and is a good source of motivation (“Training and Developing Employees: Strategic Objective”).

Employee Growth

Business owners and managers should not ignore the need to develop the talent of employees. In fact, bosses ought to realize that employee development is no longer optional, it is mandatory. Although some employers do fear that career development leads to employee loss as the individual might seek greener pastures, it is still important to keep developing employees. Being reluctant to develop employees professionally can harm the short-term and long-term company objectives (“What Impact does Training have on Employee Commitment and Employee Turnover?”).

Entrepreneurs hold a twisted belief that employee growth is a liability and not an investment to the company. However, employers have the right to strongly talk in opposition of employee training because it is expensive and time consuming. And nobody would blame them because entrepreneurs have no machinery to measure success in employee training. Nonetheless, employee development adds value to human capital (“What Impact does Training have on Employee Commitment and Employee Turnover?”).

Conclusion

Employee training enhances business and organizational prosperity. It is the duty of the organizational hierarchy to ensure that all employees get effective training. The manager is obligated to study the strengths and weaknesses of all employees. Then he or she should separate the strengths and weaknesses and work on them separately. First, the strengths; the manager must act as a spring of motivation. He or she has to tell the employees how talented they are and mention all their strengths. This will make them feel good. Second, weaknesses; employees must be told that they are already great, but something can be done to improve their professional

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status. This is a humble way of telling employees their weaknesses. Then train them hard to neutralize their weaknesses. Employee training, especially on legal compliance, diversity and development are essential to each and every organization.

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