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- Garg, Bhavet (2011): Towards a New Gas Policy, Political Weekly, Viewed on January 01, 2012 <http://epw.in/user/viewabstract.jsp>

A STUDY ON THE TRAINING NEEDS ASSESSMENT FOR VILLAGE ADMINISTRATIVE OFFICERS OF PUDUCHERRY

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ABSTRACT

Training and development is indispensable strategic tool for enhancing performance and increasing training budget on yearly basis with believe that it will earn them competitive edge. The main objective of this study is to examine the areas in which the VAOs need Training and the factors affecting the Training Needs of VAOs. Descriptive research design was adopted for this study using seventy valid questionnaires, which were completed by selected VAOs in Puducherry region using simple random sampling technique. The data collected were carefully analyzed using chi square, Run test to represent the raw data in a meaningful manner. The results show that training has to be promoted for VAOs to enhance performance. Summary of the findings indicates that there is no strong relationship between the tested dependent variable and independent construct. However, Government should not relent in their quest to train their staff to develop new ideas that will keep improving and retaining employee performance.

KEYWORDS

training, development, village administration.

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1. INTRODUCTION

1.1 GENERAL INTRODUCTION

Manpower is very significant and essential part of each and every organization it is service sector or manufacturing sector. Manpower plays a vital role in the efficient performance of every organization. Enlightening the manpower about the needs of the organization and developing them accordingly with their needs in mind is sine qua non for the success of any organization.

It is very necessary for the organization to design the training very carefully (Michael Armstrong, 2000). The design of the training should be according to the needs of the employees (Ginsberg, 1997). Those organizations which develop a good training design according to the need of the employees as well as to the organization always get good results. (Partlow 1996; Tihanyi et al, 2000; Boudreau et al, 2001)

Training Need Assessment (TNA) is the process of identifying the gap between employee training and needs of training, to achieve organizational goal. Training needs Assessment is the first stage in the training process and involves a procedure to determine whether training will indeed address the problem which has been identified. Training can be described as “the acquisition of skills, concepts or attitudes that result in improved performance within the job environment”. Training needs Assessment looks at each aspect of an operational domain so that the initial skills, concepts and attitudes of the human elements of a system can be effectively identified and appropriate training can be specified.

Training needs Assessment is most often used as part of the system development process. Due to the close tie between the design of the system and the training required, in most cases it runs alongside the development to capture the training requirements.

1.2 REVIEW OF LITERATURE

According to the Michel Armstrong, “Training is systematic development of the knowledge, skills and attitudes required by an individual to perform adequately a given task or job”. (Source: A Handbook of Human Resource Management Practice, Kogan Page, 8th Ed., 2001)

According to the Edwin B Flippo, “Training is the act of increasing knowledge and skills of an employee for doing a particular job.” (Source: Personnel Management, McGraw Hill; 6th Edition, 1984)

The term ‘training’ indicates the process involved in improving the aptitudes, skills and abilities of the employees to perform specific jobs. Training helps in updating old talents and developing new ones. ‘Successful candidates placed on the jobs need training to perform their duties effectively’. (Source: Aswathappa, K. Human resource and Personnel Management, New Delhi: Tata McGraw-Hill Publishing Company Limited, 2000, p.189)

1.3 NEED FOR TRAINING

Training presents a prime opportunity to expand the knowledge base of all employees, but many employers in the current climate find development opportunities expensive. Employees attending training sessions also miss out on work time which may delay the completion of projects. However, despite these potential drawbacks, training and development provides both the individual and organizations as a whole with benefits that make the cost and time a worthwhile investment. The return on investment from training and development of employees is really a no brainer.

1.4 OBJECTIVES OF THE STUDY

1. To find out the areas in which the VAOs need Training.
2. To identify the factors affecting the Training Needs of VAOs

2. RESEARCH METHODOLOGY

Research methodology is the specific procedure or technique used to identify, select, process, and analyze information about a topic. In a research paper, the methodology section allows the reader to critically evaluate a study's overall validity and reliability.

TYPE OF RESEARCH

Descriptive research design is used in this study. A descriptive study is undertaken in order to ascertain and describe the characteristics of variables of interest in a situation. Descriptive research provides data about the population or universe being studied. But it can only describe the “who, what, when, where and how. Therefore, descriptive research is used when the objective is factual and accurate as possible.

RESEARCH INSTRUMENT USED

A structured questionnaire has been used as an instrument for this study. Structured questionnaire is the one in which there are definite, concrete and predetermined questions relating to the aspects for which the researcher collects data. Same questionnaire has been used for all the Respondents.

QUESTIONNAIRE DESIGN

The structured questionnaire consists of open ended, multiple choice, close ended, dichotomous questions, etc.

DATA COLLECTION

PRIMARY DATA

Questionnaire was prepared. Proper care was taken to frame the questions in such a manner that it is easily understood by the Respondents. Most of the questions were multiple choices. Personal Interview was also conducted. The structured interview method was undertaken. The interview was conducted in English as well as in Tamil on a convenient date and time as specified by the Respondents.

SECONDARY DATA

Secondary data is the data collected by someone other than the user. These are second hand information, which has been already gathered and stored in websites and published as journals, books, and literature.

PERIOD OF STUDY

The study was undertaken for a period of one month in May 2018.

SAMPLE SIZE

70 VAO's have been taken for the study.

SAMPLING METHODS

POPULATION

A population can be defined as including all people or items with the characteristics, one wish to study.

SAMPLE

As studying the entire population is time consuming and sometimes non-economical, generally a part of the population is alone selected for study which is called sample.

SAMPLING PROCEDURE

Convenience sampling (also known as availability sampling) is a specific type of non-probability sampling method that relies on data collection from population members who are conveniently available to participate in study.

LIMITATIONS

1. There may be bias in the collected information.
2. Some VAO's hesitate to reveal the details.
3. The sample size of the study was limited to 70.
4. The data was collected only in Puducherry.

3. ANALYSIS AND INTERPRETATION

3.1 CHI-SQUARE

AIM

To find the significant difference between training time and improving competencies level to perform the work.

Null hypothesis H₀

There is no significant difference between training time and improving competencies level to perform the work.

Alternative hypothesis H₁

There is significant difference between training time and improving competencies level to perform the work.

TABLE 1

Factors	Not at all	To a little extent	To some extent	To a greater extent	Adequate to my satisfaction	Total
Strongly Agree	4	2	3	2	2	13
Agree	3	3	3	2	3	14
Neither Agree nor Disagree	5	2	3	4	2	16
Disagree.	3	2	2	3	1	11
Strongly Disagree.	4	3	3	3	3	16
TOTAL	19	12	14	14	11	70

O _i	E _i	O _i - E _i	(O _i - E _i) ²	(O _i - E _i) ² / E _i
8	6	2	4	0.67
7	5	2	4	0.80
6	3	3	9	3.00
5	6	-1	1	0.17
5	5	0	0	0.00
6	4	2	4	1.00
5	7	-2	4	0.57
6	5	1	1	0.20
6	4	2	4	1.00
5	4	1	1	0.25
7	10	-3	9	0.90
5	6	-1	1	0.17
				8.72

The calculated value of $\Psi^2 = 8.72$

Take Level of significance = 0.05

Degree of Freedom = (r-1) (c-1)

= (5-1) (5-1)

= 16

Table Ψ^2 (0.05, 3) = 26.30

Result: Since calculated $\Psi^2 = 14.6 < \text{Tabulated } \Psi^2 = 26.30$

Therefore, Accept H₀

Decision: There is no significant difference between training time and improving competencies level to perform the work.

TABLE 3

Factors	Very highly valued	Highly valued	Valued	Low Valued	Very Low Valued	Total
Rarely	3	2	3	2	3	13
Sometimes	3	3	3	2	3	14
Mostly	2	2	3	4	2	13
Often	3	3	4	3	3	16
Always	4	3	3	1	3	14
TOTAL	15	13	16	12	14	70

$$\sum dx^2 = 10 \sum dx = 0$$

$$\sum dy^2 = 6 \sum dy = 0$$

$$\sum dx dy = -7 n = 5$$

$$r = \frac{N \sum dx dy - (\sum dx \sum dy)}{\sqrt{(N \sum dx^2 - (\sum dx)^2)} \sqrt{(N \sum dy^2 - (\sum dy)^2)}}$$

$$= \frac{5(-7) - 0}{\sqrt{(5 \cdot 10 - 10)} - 0} \frac{0}{\sqrt{(5 \cdot 10 - 6)}}$$

$$= -35 / \sqrt{40} \sqrt{42}$$

$$= -35 / (6.3) (6.4)$$

$$= -35 / 40.32$$

$$r = -0.86$$

Result

There is a negative correlation between expert's views/ ideas and role development.

Therefore, accept H₁

Conclusion

There is Correlation between expert's views/ ideas and role development.

4. FINDINGS, SUGGESTIONS AND CONCLUSION

4.1 GENERAL FINDINGS

- The study reveals that reliability level of training is highly influenced by the area chosen for the training program
- It is pinpointed from the study that an interactive capability of the trainee during the training has a good impact on training effectiveness.
- It is identified from the study that attending the training programs due to compulsion leads to stress rather than perceiving the effectiveness of training.
- It is found from the study that periodical training in yearly basis leads to effectiveness towards the growth of the organization.

4.1.1 CHI SQUARE

Since calculated value < Tabulated value

Therefore, Accept H₀.

There is no significant difference between training time and improving competencies level to perform the work.

4.1.2 ONE SAMPLE RUN TEST

Since calculated value < Tabulated value.

Therefore, Accept H₀.

The VAOs attended Training on General Administration arranged by the Department.

4.1.3 KARL PEARSON CORRELATION

There is a negative correlation between new marketing practice & tools and cost to the customer.

Therefore, accept H₁

There is Correlation between job related knowledge assessed and sharing experience.

4.1.3.1 Karl Pearson Correlation

There is a negative correlation between new marketing practice & tools and cost to the customer.

Therefore, accept H₁

There is Correlation between expert's views/ ideas and role development.

4.2 SUGGESTIONS

- It could be implied from the study that many field, do not regard performing training need analysis (TNA) as a priority. Hence, it is suggested before organizing training programs efforts may be made through individuals and organizational appraisals to identify the training needs as it helps to meet the objectives of the organization and help in pre preparation of officials.
- The choice of an appropriate training method is required to be guided by the level and background of trainees as well as training curriculum and also the time available for training. Hence it is suggested, that the appropriate choice of training method will certainly enhance the effectiveness of a training program.
- Demographic factors of the officials need to be kept in mind and accordingly training programs should be designed and organized.

4.3 CONCLUSION

The researcher, without being mistaken for boasting, feels happy about the topic selected for research and about his performance in this project, as training meets one of the basic needs of the job. His only wish is that some of the findings of this study and the recommendations made, particularly that on strengthen the training division of all VAOs for effective work, the researcher is of the considered opinion that applying training effectiveness measuring model to measure training effectiveness. The researcher profusely thanks God for providing this opportunity.

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ANNEXURE

QUESTIONNAIRE

Demographic Details

1. Name
2. Gender
3. Educational Qualification
4. Have you attended any training on General Administration arranged by the Department?
 - a. Yes
 - b. No.
5. Do you agree that significant time is allotted for training the VAOs?
 - a. Strongly Agree.
 - b. Agree.
 - c. Neither Agree nor Disagree.
 - d. Disagree.
 - e. Strongly Disagree.
6. Do you agree that job related knowledge is periodically assessed by the Department?
 - a) Strongly Agree.
 - b) Agree.
 - c) Neither Agree nor Disagree.
 - d) Disagree.
 - e) Strongly Disagree.
7. Is Promotion policies and Procedures, taking into accounting your knowledge?
 - a. Yes
 - b. No.
8. Is the Department taking steps for improving your competencies to perform your work better?
 - a. Not at all.
 - b. To a little extent
 - c. To some extent
 - d. To a greater extent
 - e. Adequate to my satisfaction.
9. Are experts invited to share their views/ ideas, regularly?
 - a. Rarely
 - b. Sometimes
 - c. Mostly
 - d. Often
 - e. Always.
10. Do you agree that periodic meetings held for sharing experience?
 - a. Strongly Agree.
 - b. Agree.
 - c. Neither Agree nor Disagree.
 - d. Disagree.
 - e. Strongly Disagree.
11. Does the department value importance to role development of its people?
 - a. Very highly valued.
 - b. Highly valued.
 - c. Valued.
 - d. Low Valued.
 - e. Very Low Valued.
12. How often do you use internet/IT enabled services in your work?
 - a. Never
 - b. Occasionally
 - c. Sometimes
 - d. Frequently
 - e. Very Frequently
13. Any other suggestions _____

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Thanking you profoundly

Academically yours

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