

Up-gradation of Training and Development Programs: Indispensable in Leading to Progression of Organizations

Corresponding Author:

Dr. Radhika Kapur

University of Delhi, Department of Adult, Continuing Education & Extension PhD

Article Received: 20-May-2023, Revised: 05-June-2023, Accepted: 25-June-2023

ABSTRACT:

The organizations are of various types, i.e. educational institutions, financial institutions, agencies, production and manufacturing organizations, services organizations and so forth. In all types of organizations, training and development programs are regarded as the key in augmenting knowledge and understanding in terms of various factors among the human resources. Hence, they are required to get enrolled in training and development programs, when recruited. The individuals in leadership positions are required to be well-equipped in terms of factors that would be facilitating in promoting enhancement of these programs. With the advent of technologies, modern, scientific and innovative methods and materials are utilized in these programs. Furthermore, duration varies from two days to even six months. The trainees are required to make sure, they obtain answers to all types of questions that are overwhelming and clarify their doubts. The trainers are required to make sure, they make use of training methods that would be facilitating in augmenting skills and abilities among trainees. The trainers ensure, the trainees are able to acquire an appropriate understanding of all types of methodologies and procedures that would be facilitating in achievement of desired goals and promoting enrichment of overall structure of the organizations. In some cases, the training and development programs are difficult. But the trainers and trainees are required to work in collaboration and integration in order to promote their enhancement. Therefore, up-gradation of training and development programs is indispensable in leading to progression of organizations. The main concepts that are taken into account in this research paper are, understanding objectives of training and development programs, measures to be implemented in leading to up-gradation of training and development programs and benefits of training and development programs.

Keywords: *Abilities, Employees, Job Duties, Organizations, Training and Development Programs, Skills, Up-gradation*

INTRODUCTION:

In some of the employment settings, when employees get recruited and selected, they are required to get enrolled in training and development programs. These are the programs that are rendering an important contribution in making provision of information in terms of various aspects of the organizations, i.e. mission, vision, goals, objectives, departments, personnel, job duties, methodologies, procedures, approaches, strategies, infrastructure, amenities, facilities and overall working environmental conditions. The time duration of these programs vary from couple of days to even six months (Chapter 1, n.d.). The individuals in leadership positions ensure, there is recruitment of well-qualified and experienced trainers. They are rendering an important contribution in implementing satisfactory training methods. The trainers have the primary goal of ensuring that trainees

are able to augment their knowledge and understanding. Furthermore, it is ensured, they are not overwhelmed by any types of problems and challenging situations. Therefore, it is well-understood, leading to up-gradation of training and development programs are essential in promoting enrichment of overall structure of the organizations. The research studies have indicated that within the course of putting into operation their job duties and responsibilities, the individuals get enrolled in training and development programs. In this manner, they are contributing significantly in augmenting their knowledge and understanding in terms of different types of modern, scientific and innovative methods and materials. The utilization of these methods and materials will be facilitating in carrying out tasks and activities in an efficient manner (Chapter 2, n.d.). Furthermore, the individuals may complete the job duties in less amount

Dr. Radhika Kapur. (2023). Up-gradation of Training and Development Programs: Indispensable in Leading to Progression of Organizations. *The Journal of Social Sciences Studies and Research*, 3(04), Page: 147–153. Retrieved from <https://tjsssr.com/index.php/tjsssr/article/view/101>

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of time. The members of the organizations have the major goal of promoting enrichment of overall structure of the organizations. When they are wholeheartedly committed towards achievement of this goal, they need to augment their knowledge and understanding regarding pioneering methods and materials. Hence, the training and development programs are regarded as worthwhile. The main reason being, these are facilitating in augmenting knowledge and skills among individuals. Therefore, leading to up-gradation of training and development programs is regarded to be of utmost significance.

Understanding Objectives of Training and Development Programs:

In various types of organizations, the individuals are required to be well-informed in terms of importance of training and development programs. These are regarded as vital to achieve organizational goals and lead to enhancement of overall structure of the organizations. Hence, measures need to be implemented to promote enrichment of training and development programs on regular basis. The individuals need to understand that when they will get enrolled in training and development programs, they will contribute efficiently in augmenting their knowledge and understanding in terms of various factors. Furthermore, the individuals will be able to prepare themselves adequately in terms of various types of organizational objectives. It is necessary to be well-versed in terms of objectives of training and development programs. **These are stated as follows:**

1. Acquiring information regarding organizational goals and objectives.
2. Augmenting information regarding mission and vision.
3. Generating information in terms of job duties and responsibilities.
4. Augmenting understanding in terms of methodologies and procedures.
5. Acquiring knowledge regarding different types of modern, scientific and innovative methods and materials
6. Generating information regarding communication skills and interactive abilities.
7. Acquiring information in terms of meaning and significance of team-work.
8. Augmenting the traits of morality and ethics.
9. Implementing the traits of diligence, resourcefulness and conscientiousness.
10. Taking out sufficient amount of time for all tasks and activities.
11. Facilitating in augmenting analytical and critical-thinking skills.
12. Coping with various types of problems and challenging situations in an adequate manner.
13. Honing decision-making skills.
14. Putting into operation tasks and activities in a well-ordered and disciplined manner.

15. Promoting enrichment of organizational culture.
16. Acquiring information regarding presentation and public-speaking skills.
17. Generating knowledge regarding significance of leadership skills.
18. Understanding the availability of infrastructure, amenities and facilities.
19. Leading to up-gradation of employee morale.
20. Promoting enhancement of overall structure of the organizations.

Measures to be implemented in Leading to Up-gradation of Training and Development Programs:

Within all types of organizations, i.e. production, manufacturing, services, financial institutions, educational institutions, agencies, non-government organizations and so forth, the individuals in leadership positions are required to augment their information in terms of meaning and significance of training and development programs. Furthermore, they need to augment their information in terms of measures to be implemented in leading to up-gradation of training and development programs (Employee Performance Appraisal Process, n.d.). The main reason being, human resources are regarded as the assets of the organizations. They are required to make use of their educational qualifications, competencies and abilities. Hence, training and development programs are regarded as ways, which would be facilitating in augmenting knowledge, competencies and capabilities among individuals. The measures are complicated as well as manageable; these are implemented in less amount of time or can be more time-consuming and these are implemented on one's own as well as through taking support and assistance from other individuals. One of the important aspects that need to be taken into account is, positivity needs to be reinforced in these measures. As a consequence, these will be put into operation in a satisfactory manner. These are stated as follows:

Being well-versed in terms of Professional Goals:

In order to lead to up-gradation of training and development programs, it is necessary to augment one's knowledge and understanding in terms of professional goals. When the individuals will be well-versed in terms of professional goals, they will frame training and development programs in such a manner, which would be facilitating in the achievement of these goals. The various types of professional goals are, being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting knowledge, skills and abilities; utilizing various types of modern, scientific and innovative methods and materials; meeting customer demands; improving

employee morale; organising seminars and workshops; promoting enrichment of organizational culture; making provision of infrastructure, amenities and facilities and leading to up-gradation of the overall structure of the organizations. When up-gradation of training and development programs will take place, it has to be ensured that human resources are well-prepared to achieve all these goals. Therefore, being well-versed in terms of professional goals is regarded as one of the indispensable measures to be implemented in leading to up-gradation of training and development programs.

Recruitment of Well-qualified and Competent Trainers:

Trainers are the individuals, who are vested with the authority and responsibility of imparting information in terms of various aspects of the organizations. Hence, it needs to be ensured, they are well-qualified and competent. The trainers are required to make sure that trainees augment their learning and understanding in an adequate manner. They are rendering an important contribution in implementing satisfactory training methods. The implementation of training methods are facilitating in preparing the trainees in terms of various factors related to overall structure of the organizations. The trainers have the primary goal of ensuring that trainees are able to augment their knowledge and understanding in terms of various factors related to their job duties. Furthermore, it is ensured, they are not overwhelmed by any types of problems and challenging situations. Hence, when trainers will put into practice their tasks and activities in a well-organised and regimented manner, they will be able to contribute significantly in the achievement of desired goals. Therefore, recruitment of well-qualified and competent trainers is one of the significant measures to be implemented in leading to up-gradation of training and development programs.

Conducting Research through various Sources:

Conducting research through various sources is facilitating in augmenting knowledge and understanding in terms of various factors. When the individuals are wholeheartedly committed towards leading to up-gradation of training and development programs, this is regarded as a useful task. The individuals are making use of various sources, i.e. books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The utilization of these sources will be facilitating to the individuals in augmenting information in terms of different subjects and concepts. Furthermore, it is ensured, they are not overwhelmed by any types of setbacks. In addition, they are able to overcome the feelings of apprehensiveness and vulnerability. In leading to up-gradation of training and development programs, the task of research will be facilitating in

enhancing information regarding different factors. Furthermore, when the individuals will put into operation the information that has been generated, they will be able to contribute significantly in generating desired outcomes. As a consequence, individuals will lead to up-gradation of training and development programs. Therefore, conducting research through various sources is an expedient measure to be implemented in leading to up-gradation of training and development programs.

Leading to Up-gradation of Training Methods:

The trainers are required to make use different types of training methods in imparting training among trainees. The training methods are implemented on the basis of certain factors, i.e. job duties, responsibilities, methodologies, procedures, strategies, approaches, goals, objectives and overall organizational structure. One of the major factors is, it needs to be ensured, these are facilitating in leading to progression of individuals and overall structure of the organizations. The different types of training methods are, lectures, case studies, vestibule training, simulation, discussion, field-work, role playing, informal talk, question and answer sessions, coaching, understudy, job rotation, incident method, in-basket method, business game, and sensitivity training. The trainers are required to make use of different types of modern, scientific and innovative methods and materials in the implementation of various tasks and activities. Furthermore, it is ensured, the trainees are not overwhelmed by any types of problems and challenging situations. Hence, when trainers will put into practice their tasks and activities in a well-organised and regimented manner, they will be able to contribute significantly in the achievement of desired goals. Therefore, leading to up-gradation of training methods is an eminent measure to be implemented in leading to up-gradation of training and development programs.

Utilizing Pioneering Methods and Materials:

Within the course of putting into operation the job duties and responsibilities of up-gradation of training and development programs, the individuals are required to contribute significantly in augmenting their knowledge and understanding in terms of different types of pioneering methods and materials. These are, utilization of charts, graphs, maps, pictures, images, models, structures, designs, tools, devices, equipment, machinery and various types of technologies. The utilization of these methods and materials will be facilitating in carrying out tasks and activities in an efficient manner. As a consequence, individuals will contribute efficiently in meeting the expectations of individuals in leadership positions. Furthermore, the individuals may complete the job duties in an efficient manner and would take less amount of time. The

members of the organizations have the major goal of promoting enrichment of overall structure of the organizations. When they are wholeheartedly committed towards achievement of this goal, they need to augment their knowledge and understanding regarding different types of pioneering methods and materials. Furthermore, up-gradation will take place of training and development programs. Therefore, utilizing pioneering methods and materials is a renowned measure to be implemented in leading to up-gradation of training and development programs.

Implementing Evaluation Methods:

The trainers are required to implement evaluation methods within the course of putting into operation training and development programs. The main purpose of these evaluation methods is to find out whether the trainees are acquiring an efficient understanding of the subjects and concepts. Furthermore, trainers also find out whether, their methods and materials are appropriate or there is a need to bring about improvements in them. The different types of evaluation methods are, assignments, projects, reports, various types of activities and so forth. After the implementation of evaluation methods, feedback is provided to the trainees by the trainers. It is provided in a verbal and written form. The feedback enables the trainees to understand where they stand. Whether they will be able to implement their knowledge and understanding in carrying out tasks and activities in a well-ordered manner or there will be occurrences of setbacks. When the trainees are unsure in terms of various factors, they need to make sure they obtain answers to all their questions and clarify their doubts. Therefore, implementing evaluation methods is a prominent measure to be implemented in leading to up-gradation of training and development programs.

Putting into Practice Case Studies:

In the case study method, the trainers are giving case studies to the trainees on the basis of actual business situations that have occurred within the organizations. The case studies are worked upon by the trainees in a group of two or more. The team members discuss various factors, which would be facilitating to them in augmenting knowledge and understanding in terms of various factors. Furthermore, they are provided with the opportunities which would be facilitating in honing decision-making skills. The trainees are asked to recognize and categorise the apparent and hidden problems for which they are required to suggest solutions. As a consequence, the trainees are able to augment analytical, critical-thinking and problem-solving skills. In order to carry out all tasks and activities in a well-ordered manner, the individuals are required to contribute efficiently in augmenting skills and abilities. Furthermore, they are required to put into operation rational, methodical and logical thinking. As

a consequence, all types of job duties are put into practice satisfactorily. Therefore, putting into practice case studies is a noteworthy measure to be implemented in leading to up-gradation of training and development programs.

Promoting Field-Work:

Field-work is a task, which involves going out in the field and collecting information. In some of the training methods, the trainees are required to go out in the fields. These may be within the regions or outside the regions. Within the course of putting into operation field-work, the individuals will have to implement various types of methods to collect information. It is collected through getting the survey questionnaires filled out by the respondents; collecting information through interviewing the respondents and taking field-notes. The field-work is facilitating through augmenting practical knowledge and information in terms of the topic. For example, when individuals are conducting research on rural areas, in such cases, through making use of various sources, one will be able to generate theoretical information. On the other hand, through implementing field-work, the individuals are able to observe the practical aspects. In other words, real life situations are observed and individuals are able to augment their knowledge and understanding in terms of various aspects. When trainees find it suitable, training and development programs will be enhanced. Therefore, promoting field-work is a notable measure to be implemented in leading to up-gradation of training and development programs.

Encouraging Group Discussions:

The group discussions are encouraged in training and development programs. These are put into operation in the implementation of various types of job duties as well as within the course of generating information. The group discussions are facilitating in augmenting knowledge and understanding in terms of various factors; exchanging ideas and viewpoints; obtaining answers to various types of questions and clarifying one's doubts. When the individuals are working in a group, they are able to contribute significantly in leading to up-gradation of motivation and concentration levels. The main reason being, they feel comfortable, when they have support and assistance available from others to carry out their tasks and activities appropriately. Furthermore, they will be able to contribute efficiently in coping with various types of problems and challenging situations. In addition, the members will lead to up-gradation of confidence levels and overcome the feelings of apprehensiveness and vulnerability. Hence, up-gradation of training and development programs in all types of organizations will take place in a satisfactory manner, when group discussions are implemented. Therefore, encouraging

group discussions is a favourable measure to be implemented in leading to up-gradation of training and development programs.

Encouraging Role Playing:

The role playing is a measure to promote enrichment of training and development programs, which has led to an increase in enthusiasm and concentration levels among trainees. In this method, the trainees give instances to the trainees, where they are required to assume the roles of characters. They act out the play, after assuming roles of characters. This is facilitating in augmenting their learning and understanding. When the individuals are carrying out the method of role play, they are able to render an important contribution in leading to up-gradation of motivation and concentration levels. The main reason being, they feel comfortable, when they have support and assistance available from others to augment their knowledge and understanding in an appropriate manner. Furthermore, they will be able to contribute competently in providing solutions to various types of problems and challenging situations. In addition, the members will lead to up-gradation of confidence levels and overcome the feelings of apprehensiveness and vulnerability. Hence, role playing is regarded as one of the motivating and pleasurable training method. Therefore, encouraging role playing is an advantageous measure to be implemented in leading to up-gradation of training and development programs.

Promoting Informal Talk:

Informal talk is a training method that are put into operation by trainers to augment knowledge and understanding among trainees. As the name implies, it is the method that involves the individuals to speak to each other in an informal manner. But the topics of conversation are the subject areas. It is apparently understood that in order to carry out one's job duties in a well-ordered manner, it is necessary to augment knowledge and understanding in terms of various types of subjects and concepts; exchange ideas and viewpoints; obtain answers to various types of questions and clarify one's doubts. When the trainers are encouraging trainees to promote informal talk, they are able to render an important contribution in leading to up-gradation of motivation and concentration levels. The main reason being, they feel comfortable, when they have support and assistance available from others to augment their knowledge and understanding in an appropriate manner. Furthermore, they will be able to contribute proficiently in providing solutions to various types of problems and challenging situations. Therefore, promoting informal talk is a useful measure to be implemented in leading to up-gradation of training and development programs.

Organizing Question and Answer Sessions:

It is apparently understood that trainees will have different questions, which they would have to put forward during the training sessions (Gusdorf, 2008). The questions are closed-ended as well as open-ended. Closed-ended questions require one word answers, on the other hand, open-ended questions require elaborate answers. The answers are given by the trainers as well as the fellow members. After the completion of the training session, the trainers need to ensure, they give opportunities to the trainees to put forward their questions. One of the important aspects that needs to be taken into account is, one needs to make provision of factual and accurate information. When the subjects and concepts are complicated and tedious, it is apparently understood that members will be overwhelmed by doubts, hence, the organization of question and answer sessions will be facilitating in augmenting information and clarifying one's doubts. As a consequence, one will contribute efficiently in doing well in one's tasks and activities and generating desired outcomes. Therefore, organizing question and answer sessions is a suitable measure to be implemented in leading to up-gradation of training and development programs.

Leading to Up-gradation of Learning Centres:

Learning centres are the centres, where the individuals learn. Within these centres, there are trainers and various types of technical, material and information resources. Hence, when measures are been put into operation in order to lead to up-gradation of learning centres, there are various factors that need to be taken into account, i.e. recruitment of well-qualified and competent trainers; managing various types of technical, material and information resources in a satisfactory manner; making provision infrastructure, amenities and facilities; bringing about improvements in assessment strategies; possessing adequate information in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting analytical and critical-thinking skills; coping with various types of problems and challenging situations in an adequate manner; making wise and productive decisions and putting into operation tasks and activities in a well-ordered and disciplined manner. As a consequence of acknowledging all these factors, learning centres will be up-graded. Furthermore, training and development programs will be enriched and progression will take place of human resources as well as the overall structure of the organizations. Therefore, leading to up-gradation of learning centres is a key measure to be implemented in leading to up-gradation of training and development programs.

Making Provision of Infrastructure, Amenities and Facilities:

Infrastructure, amenities and facilities are referred to power supplies, water supplies, restrooms, clean drinking water, furniture, heating and cooling equipment in accordance to the weather conditions, machines, equipment, communication networks, transportation facilities, ramps, elevators, buildings, library facilities, laboratory facilities, computer centres, parks and overall environmental conditions. When these are available, individuals will feel comfortable within the working environment. Furthermore, they will be able to concentrate on their tasks and activities in a well-ordered manner. The individuals will have to manage financial resources in an adequate manner. Furthermore, they will have to hire the services of the service providers. The main reason being, when any material, machinery or equipment gets worn out, individuals will have to get it repaired or replaced. Throughout the implementation of tasks and activities, all the members need to make use of these in an effective manner. Furthermore, wastage should be prevented. As a consequence, enrichment will be promoted of training and development programs. Therefore, making provision of infrastructure, amenities and facilities is a fundamental measure to be implemented in leading to up-gradation of training and development programs.

Benefits of Training and Development Programs:

The individuals in leadership positions as well as other members are required to inculcate the traits of morality, ethics, diligence and conscientiousness in leading to up-gradation of training and development programs (Human Resource Planning and Development, n.d.). Hence, when they are paying adequate attention towards promoting their enhancement, one need to be well-versed in terms of various types of benefits. The benefits of these programs are numerous. These are not only contributing efficiently in leading to progression of the employees, but also of the overall structure of the organizations. The benefits are, augmenting knowledge, skills and abilities; developing mutual understanding among each other; promoting enrichment of organizational culture; leading to up-gradation of overall structure of the organizations. These are stated as follows:

Augmenting Knowledge, Skills and Abilities:

The individuals, belonging to all positions in the hierarchy of the organizations are required to augment their knowledge, skills and abilities. These are essential to implement tasks and activities in a well-ordered and regimented manner. The training and development programs are rendering an important contribution in making provision of information in

terms of various aspects of the organizations, i.e. mission, vision, goals, objectives, departments, personnel, job duties, methods, techniques, procedures, policies, laws, rules, infrastructure, amenities, facilities and overall working environmental conditions. The individuals in this manner are acquiring the opportunities of augmenting their knowledge, skills and abilities. One of the important aspects, which one needs to understand is, these need to be put into operation in a moral and ethical manner. Therefore, augmenting knowledge, skills and abilities is regarded as one of the indispensable benefits of training and development programs.

Developing Mutual Understanding among each other:

Within the organizations, there are some job duties that are put into operation on an individual basis, whereas, in cases of others, individuals are required to work in collaboration and integration with others. Hence, it is necessary to develop mutual understanding with others. One needs to put into operation communication processes and interactive abilities in an adequate manner. Furthermore, one needs to form positive viewpoints in terms of various aspects. This will be facilitating in reinforcing mutual understanding with each other. Within the course of attending training and development programs, the individuals are required to communicate and deal with fellow trainees; hence, they are required to develop mutual understanding with each other. In this manner, they will have support and assistance available from others in acquiring an efficient understanding of different types of training methods and materials. Therefore, developing mutual understanding among each other is one of the significant benefits of training and development programs.

Promoting Enrichment of Organizational Culture:

Within the course of attending training and development programs, the individuals are able to augment knowledge and understanding in terms of factors, which would be facilitating in leading to up-gradation of organizational culture. These factors are, being well-versed in terms of job duties and responsibilities; generating information in terms of methodologies and procedures; being well-versed in terms of modern, scientific and innovative methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; taking out sufficient amount of time for all tasks and activities; augmenting analytical and critical-thinking skills; coping with various types of problems and challenging situations in an adequate manner; making wise and productive decisions and putting into operation tasks and activities in a well-ordered and disciplined

manner. Hence, it is well-understood, reinforcement of all these factors will be facilitating in augmenting organizational culture. Therefore, it can be stated, promoting enrichment of organizational culture is an expedient benefit of training and development programs.

Leading to Up-gradation of overall Structure of the Organizations:

Leading to up-gradation of overall structure of the organizations is regarded as one of the indispensable goals of all individuals, irrespective of their job positions in the hierarchy of the organizations. Within the course of attending training and development programs, the individuals are able to augment knowledge and understanding in terms of factors, which would be facilitating in the implementation of this task. Furthermore, individuals are provided with the opportunities to obtain answers to various types of questions and clarify their doubts. When all the individuals are wholeheartedly committed towards putting into practice their tasks and activities in a well-ordered manner, they will augment their knowledge and understanding regarding methods in a satisfactory manner. In addition, the individuals will contribute efficiently in inculcating the traits of morality, ethics, diligence and conscientiousness. Hence, when these will be acknowledged, the overall structure of the organizations will be up-graded. Therefore, leading to up-gradation of overall structure of the organizations is a renowned benefit of training and development programs.

CONCLUSION:

Training and development programs are the programs that provide information regarding various aspects of the organizations. Measures to be implemented in leading to up-gradation of training and development programs are, being well-versed in terms of professional goals, recruitment of well-qualified and competent trainers, conducting research through various sources, leading to up-gradation of training methods, utilizing pioneering methods and materials, implementing evaluation methods, putting into practice case studies, promoting field-work, encouraging group

discussions, encouraging role playing, promoting informal talk, organizing question and answer sessions, leading to up-gradation of learning centres and making provision of infrastructure, amenities and facilities. Benefits of training and development programs are, augmenting knowledge, skills and abilities; developing mutual understanding among each other; promoting enrichment of organizational culture; leading to up-gradation of overall structure of the organizations. Finally, it can be stated, up-gradation of training and development programs is essential in leading to progression of members and overall organizational structure.

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