

Training and Development Programs: Fundamental in Leading to Overall Structure of the Organization

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Introduction

When the individuals get recruited in various types of organizations, they need to get enrolled in training and development programs (What is Training and Development? 2021). The main purpose of these programs is to impart information to the individuals in terms of various characteristics of the organizations. These are, goals, mission, history, personnel, departments, job duties, infrastructure, amenities, facilities and the overall environmental conditions. The training and development programs are short-term and long-term. When the individuals are recruited as trainers. In other words, when they

Abstract

In various types of organizations, there are training and development programs. When the individuals get recruited in various types of organizations, they are required to attend these programs. The primary objective of these programs is to generate awareness in terms of various aspects of the organization. When the individuals are well-versed in terms of various methods, procedures and strategies, they will be able to carry out their job duties in a satisfactory manner. Hence, through these programs, the individuals are able to augment their knowledge and competencies in terms of various methods and approaches. In the present existence, it is essential for the individuals to be well-versed in terms of modern, scientific and pioneering methods. Hence, to acquire information in terms of these methods, one gets enrolled in these programs within the course of implementation of job duties as well. Generating information in terms of various aspects of the organization will enable the individuals to do well in their jobs, achieve organizational goals and augment professionalism. Therefore, one is able to understand well that training and development programs are fundamental in leading to overall structure of the organization. The main concepts, which are taken into account in this research paper are, understanding the significance of training and development programs, objectives of training and development programs, and methods of training and development.

Keywords: Characteristics, Information, Job Duties, Methods, Objectives, Organizations, Training and Development Programs

are instructing the employees, it is indispensable for them to be well-equipped in terms of various factors. Furthermore, one needs to focus upon the utilization of modern, scientific and innovative methods. These are utilized in the implementation of teaching-learning methods, instructional strategies and utilization of teaching-learning materials. Within the course of implementation of job duties as well, the employees need to attend these programs. When the employers form the view point that the employees need to be well equipped in terms of modern, scientific and innovative methods. These would be regarded as efficacious in doing well in

their job duties and in leading to up-gradation of the overall structure of the organization. In such cases, it is necessary for the employers and individuals in leadership positions to focus upon progression of training and development programs.

The training and development programs are organized in various types of organizations, not only to impart information to the individuals in terms of various characteristics of the organizations, but to promote well-being and lead to up-gradation of the overall structure of the organization (Training and Development, n.d.). When the individuals are attending training and development programs, they need to render their wholehearted attention towards their job duties. Acquisition of employment opportunities is one of the primary goals of the individuals. They acquire education, so they can get recruited in various types of organizations. In addition, they can put into operation their job duties in a well-ordered and regimented manner. When the training and development programs are put into operation in an appropriate manner, they are able to contribute in a significant manner in leading to development of personalities of the individuals. The individuals in leadership positions are vested with the authority and responsibilities of bringing about improvements in training and development programs. Hence, they need to ensure, they augment their skills and abilities and are well-aware in terms of various areas, needed to generate the desired outcomes. Therefore, individuals in leadership positions bring about improvements in training and development programs.

The designing of the programs need to be focused upon in a well-ordered and appropriate manner. When the training and development programs are designed, there are number of factors that needs to be taken into account, i.e. goals and objectives of the organization; timings; duration; skills and abilities of the employees; job duties and tasks; and overall structure of the organization. Within the course of time, it is necessary to bring about changes in the organizations. Hence, changes are brought about

in training and development programs as well. The changes should be made in such a manner that they should render a significant contribution in leading to effective growth and development of the human resources and the overall structure of the organization. The human resources are regarded as the assets of the organization. Hence, it is of utmost significance for the individuals to impart them information in terms of various aspects of the organization. The training and development programs are regarded as the medium, which are considered as efficacious and meaningful to the individuals. One of the important aspects that needs to be taken into account is, these programs need to focus upon development of skills and abilities among individuals. Therefore, one needs to focus upon enrichment of training and development programs on a regular basis.

Understanding the Significance of Training and Development Programs

When the individuals get recruited in organizations, even when they are experienced, still they are required to get enrolled in training and development programs. Through these programs, they generate information in terms of various aspects of the organizations. The primary objective of these programs is to impart information to the individuals in terms of various features of the organizations. Human resources are the assets of the organizations. When they get enrolled in these programs, they will render a significant contribution in putting into operation their job duties in a satisfactory manner, generating the desired outcomes, achievement of the desired goals and leading to up-gradation of the overall structure of the organization. When they carry out their job duties successfully, they are able to acquire an efficient understanding of significance of training and development programs.

When the individuals attend these programs, they are able to benefit on a large scale. The major benefits are, generating awareness in terms of various aspects of the organizations, bringing about improvements in the implementation of job duties, bringing about changes in the overall

structure of the organization, putting into operation tasks and functions in an effective manner, utilizing modern, scientific and innovative methods, inculcating the traits of morality and ethics, implementing the traits of diligence, resourcefulness and conscientiousness, developing skills and abilities, providing solutions to various types of problems, promoting teamwork, inculcating the feelings of pleasure and contentment among employees and leading to up-gradation of the overall structure of the organization. When the individuals generate awareness in terms of all these factors, they are able to understand the significance of training and development programs.

Training and development programs are not all the time regarded as manageable. In some cases, the information is manageable to understand, whereas, in other cases, it is not easy to understand. But the trainees need to pay adequate attention to the information that the trainers are imparting to them. The individuals are required to experience number of problems and challenges within the course of putting into operation the training and development programs. But it is essential for the individuals to cope with problems and challenges in an efficacious manner. In some cases, the trainers normally do not have much time. In other words, they need to complete the program in limited period of time. When the concepts are difficult and individuals are unable to acquire an efficient understanding of the concepts in one session, in such cases, one needs to communicate in an effective manner with others. The individuals need to form cordial and pleasant terms and relationships with others. Therefore, when the individuals are aware of the aspect that they need to form cordial and sociable terms and relationships with others, they are able to acquire an efficient understanding of the significance of training and development programs.

Objectives of Training and Development Programs

The main objective of these programs is to impart information to the individuals in terms of various characteristics of the organizations. When

the individuals get recruited in various types of organizations, they need to acquire information in terms various factors. When they will generate information, they will be able to bring about improvements in their job performance (Training and Development, 2021). In some cases, the job duties are complicated and hazardous. These are normally in factories and industries. Hence, these programs need to make sure that the employees are provided with all the essential information in terms of not only the implementation of job duties and safety measures. The individuals are able to obtain solutions to various types of problems that they experience. Upon completion of training and development programs, there are organization of tests as well. These are regarded as efficacious and worthwhile assessment strategies. When the individuals perform well, these are regarded as worthwhile. On the other hand, when the individuals experience setbacks, in such cases, there is a need to bring about improvements. Therefore, in order to achieve the objectives, the individuals are required to focus upon appropriate measures and approaches. Objectives of training and development programs are stated as follows:

Generate Awareness in terms of Various Aspects of the Organizations

The main purpose of these programs is to impart information to the individuals in terms of various characteristics of the organizations. These are, goals, mission, history, personnel, departments, job duties, tasks, activities, infrastructure, amenities, facilities and the overall environmental conditions. When the individuals get recruited in organizations, they are new. They are not aware in terms of various aspects. Hence, training and development programs make provision of information to the individuals in terms of various factors. The training and development programs are organized in such a manner that they should cover every aspect of the organization. Even though the individuals are experienced, they need to generate awareness and augment their knowledge in terms of various methods and procedures. One of the important aspects that needs to be taken into account is,

one needs to focus upon the utilization of modern, scientific and innovative methods in the implementation of teaching-learning methods, instructional strategies and utilization of teaching-learning materials. These will render a significant contribution in making these programs meaningful and advantageous. Therefore, generate awareness in terms of various aspects of the organizations is one of the objectives of training and development programs, which are regarded as significant on a comprehensive basis.

Bring about Improvements in Job Performance

When the individuals get enrolled in these programs, they generate information in terms of various aspects of their job duties. These programs need to make sure that the employees are provided with all the essential information in terms of the methods needed in the implementation of job duties and various types of rules and policies. The individuals are able to obtain solutions to various types of problems that they experience as well. Upon completion of training and development programs, there are organization of tests as well. These are regarded as efficacious and worthwhile assessment strategies. When the individuals perform well, these are regarded as worthwhile. On the other hand, when the individuals experience hindrances, in such cases, they conduct an analysis of the areas, which need to be improved. Through communicating with trainers and colleagues, one is able to provide solutions to various types of problems. Therefore, bring about improvements in job performance is one of the objectives of training and development programs, which are regarded as vital in various types of organizations.

Bring about Changes in the overall Structure of the Organization

When the individuals generate awareness in terms of various aspects of the organizations, they aim to not only do well in their job duties, tasks and activities, but they aspire to bring about changes in the overall structure of the organization. Within the course of time, it is necessary to bring about changes in the overall structure of the organization. One of the

important aspects that needs to be taken into account is, these programs need to focus upon development of skills and abilities among individuals. Furthermore, when changes are brought about, it needs to be ensured, they are advantageous to the employees and the organization as a whole. As knowledge, skills and abilities are regarded as one of the vital aspects that one needs to pay attention towards on regular basis. Hence, one needs to focus upon enrichment of training and development programs on a regular basis. Therefore, bring about changes in the overall structure of the organization is one of the objectives of training and development programs, which all the members need to focus upon on regular basis, irrespective of their job positions in the hierarchy of the organizations.

Put into Operation Managerial Functions in an Effective Manner

The supervisors and the individuals in leadership positions need to put into operation managerial functions in an effective manner (Coleman, n.d.).The managerial functions are the functions of planning, organizing, directing, staffing, leading, co-ordinating and controlling. It is an objective of training and development programs to make sure that these managerial functions are put into operation in a well-organized and satisfactory manner. One needs to be well-equipped in terms of various types of measures, strategies and approaches to put into operation these functions in an effective manner. The managerial functions need to be focused upon to generate the desired outcomes, achieve professional goals and lead to overall functioning of the organization in an effectual manner. When the managerial functions are put into operation in a well-ordered and regimented manner, the individuals are able to do well in their job duties and lead to up-gradation of the training and development programs. Therefore, put into operation managerial functions in an effective manner is one of the objectives of training and development programs, which the individuals need to focus upon, particularly who are in leadership positions.

Utilize Modern, Scientific and Innovative Methods

It is of utmost significance for the trainers to impart knowledge and understanding to the trainees in terms of utilization of modern, scientific and innovative methods. The utilization of these methods are regarded as indispensable in achievement of desired goals and leading to up-gradation of the overall structure of the organization. This is mainly required within the course of putting into operation job duties and responsibilities. All the members need to pay attention towards them, irrespective of their job positions in the hierarchy of the organizations. The designing of the programs need to be focused upon in an appropriate manner. When the training and development programs are designed, one needs to focus upon these methods. In some cases, the individuals do not feel comfortable with these methods. But getting engaged in regular practice will enable the individuals to be well-equipped with their usage. When the members of the organization are well-versed with these methods, they will be able to carry out their job duties in a less time consuming and efficient manner. Hence, when information is to be imparted to the individuals in terms of various characteristics of the organizations, one has to make use of these methods. Therefore, utilization of modern, scientific and innovative methods is an objective of training and development programs, which one needs to focus upon when designing these programs.

Focus upon Development of Skills and Abilities

The training and development programs need to focus upon development of skills and abilities among individuals. The various types of skills that need to be honed are, communication skills, analytical skills, problem-solving skills, critical thinking skills, time management skills, decision making skills, presentation skills, technical skills, personal skills, professional skills, creative skills, leadership skills and negotiation skills. When the training and development programs are designed, one needs to focus upon the skills. In this case, exercises are given to the individuals. The members of the organization are

vested with number of job duties and responsibilities. Hence, they need to ensure, they take out time for all of them. When one develops all these skills, one will be able to do well in their job duties, achieve the desired goals and lead to up-gradation of the overall structure of the organization. Therefore, focus upon development of skills and abilities is an objective of training and development programs, which needs to be paid attention towards to a major extent.

Provide Solutions to various Types of Problems

When the members of the organization are putting into operation their job duties and responsibilities, there are occurrence of various types of problems. The occurrence of problems and challenges within the course of implementation of job duties are regarded as crucial. When problems are experienced in a major form, they are stated to give rise to impediments within the course of putting into operation their job duties in a satisfactory manner, achievement of the desired goals and leading to up-gradation of the overall structure of the organization. When the members are overwhelmed by problems, they usually feel stressed and frustrated. Hence, in order to promote a normal mind-set and alleviate stress and frustration, solutions need to be provided to various types of problems in a well-ordered manner. The members of the organization are vested with number of job duties and responsibilities. Hence, they need to ensure, they make provision of solutions to them. The solutions can be provided on one's own or through obtaining support and assistance from others. The other individuals include, supervisors, colleagues, managers, employers and other members. Therefore, in training and development programs, the trainers put emphasis upon making provision of solutions to the problems of the trainees.

Focus upon promoting Teamwork

Within the course of putting into operation their job duties in a satisfactory manner, generating the desired outcomes, achievement of the desired goals and leading to up-gradation of the overall structure of the

organization, training and development programs focus upon promoting teamwork. When the individuals are working in a team, they get to know each other. In order to incur the feeling of job satisfaction and retain one's job, it is of utmost significance to form cordial and pleasant terms and relationships with each other. When the individuals are working in a team, they come to know each other's cultures and backgrounds. Furthermore, they will be able to obtain support and assistance from others in making provision of solutions to various types of problems and overcoming obstacles. When the individuals are attending these programs, they are given tasks and assignments, which they are to carry out in a team. Therefore, training and development programs focus upon promoting teamwork, because, it is necessary for the individuals to form sociable and pleasant terms and relationships with each other.

Inculcating the Feelings of Pleasure and Contentment among Employees

When the individuals generate awareness in terms of various aspects of the organizations, they are able to do well in their job duties, tasks and activities. In addition, they are able to bring about changes in the overall structure of the organization in a successful manner. Within the course of time, it is necessary to lead to up-gradations in the overall structure of the organization. One of the important aspects that is taken into account is, these programs focus upon development of skills and abilities among individuals. Hence, when skills and abilities are focused upon and individuals are well-equipped in terms of their job duties, they are able to inculcate the feelings of pleasure and contentment. It is comprehensively understood, when the individuals are knowledgeable and skilled, they will feel pleasurable and contented. When mutual understanding is developed among the superiors and subordinates as well as among colleagues, one is able to get engaged in informal conversations with each other. Therefore, when training and development programs are organized, they need to ensure, they generate information among individuals in terms of all the

factors that would facilitate in inculcating the feelings of pleasure and contentment.

Focus upon Leading to Enrichment of the overall Structure of the Organization

Training and development programs focus upon leading to enrichment of the overall structure of the organization. Human resources are regarded as the assets of the organization. Hence, it is indispensable for them to be well-equipped in terms of their job duties and responsibilities. These programs impart them information in terms of various methods, procedures and approaches. With the possession of adequate information in terms of them, one can do well in their job duties, generate the desired outcomes, achieve the desired goals and lead to up-gradation of the overall structure of the organization. Within the course of implementation of job duties as well, the employees need to attend these programs. When they need to augment their knowledge and understanding in terms of various aspects of the organization or regarding implementation of job duties, they get enrolled in training and development programs. These can be put into practice through the utilization of various types of methods, strategies and approaches. When these are implemented, it needs to be ensured, they are compatible to the human resources and organization as a whole. Therefore, when training and development programs are organized, they need to ensure, they generate information among individuals in terms of all the factors that would focus upon leading to enrichment of the overall structure of the organization.

Methods of Training and Development

In various types of organizations, there are differences in terms of various aspects. When the methods of training and development are implemented, they need to ensure, they prove to be efficacious and meaningful to not only the members, but to organization as a whole. In other words, the primary focus of the methods should be upon leading to enrichment of the overall structure of the organization. Within the course of time, it is necessary to bring about improvements in these methods. One needs to

make use of modern, scientific and innovative approaches in these methods. Methods of training and development that are implemented in various types of organizations are stated as follows:

Coaching

In the coaching method, the trainees are put under the coach. The trainees can be more in number or less in number (Coaching, 2021). In this method, the coaches make use of various types of teaching-learning methods and teaching-learning materials. They usually make use of various types of teaching-learning methods and teaching-learning materials to impart information to the trainees in terms of various aspects of the organization. The communication among individuals can take place in a verbal as well as in a written form. In other words, coaching method can be put into operation within the classroom setting or it can be online. When there are occurrence of various types of problems, the solutions can be provided through putting into operation effective communication processes with the coaches and colleagues. Therefore, coaching is regarded as one of the effectual methods of training and development, which has been acknowledged by the individuals in various types of organizations.

Lecture Method

The lecture method is the method that resembles the classroom setting. In this method, the coaches make use of various types of teaching-learning methods and teaching-learning materials. They usually make use of various types of teaching-learning methods and teaching-learning materials to impart information to the trainees in terms of various concepts of the organization. The communication among individuals takes place face to face. This is regarded as the verbal form of communication. One of the important benefits of this method is, one is able to form cordial and pleasant terms and relationships with each other. When the individuals work together, they come to know each other's norms, cultures, and backgrounds. Furthermore, they will be able to obtain support and assistance from others in making provision of

solutions to various types of problems and in overcoming the impediments. When the individuals are acquiring training through lecture method, they are given tasks and assignments, which they are to carry out in order to augment their learning. Therefore, lecture method is regarded as useful.

Role Playing

Role playing is the method of training, when the individuals are required to assume roles of characters. They act out the play. In the case of this method, the individuals feel pleasurable. In other words, they develop motivation and their mind-sets get stimulated towards learning. In role playing, the individuals need to work in a team. When the individuals are working in a team, they get to know each other. In order to incur the feeling of job satisfaction and retain one's job, it is of utmost significance to form cordial and pleasant terms and relationships with each other. When the individuals are working in a team, they come to know each other. It is not only necessary for the individuals to be well-equipped in terms of job duties, but also need to facilitate mutual understanding. Through role play, both these aspects can be reinforced. Therefore, role playing is regarded as one of the efficient methods of training and development, which has been acknowledged by the individuals usually in educational institutions at all levels.

Case Studies

In the case study method, cases are normally given by the trainers to the trainees. In this method, the trainers make use of various types of teaching-learning methods and teaching-learning materials. They usually make use of various types of teaching-learning methods and teaching-learning materials to impart information to the trainees in terms of various concepts. After information is provided, then cases are given. The trainees are supposed to conduct an analysis of the case. In this manner, they are not only generating information in terms of various aspects of the organizations, but also are able to hone their analytical, critical thinking and problem-solving skills. This method can be put into operation on one's own on an individual

basis as well as through working in a team. Therefore, case studies is regarded as one of the efficient methods of training and development, which has been acknowledged by the individuals in educational institutions at all levels and in various types of organizations.

Incident Method

In the case of this method, the incidents are prepared on the basis of actual situations. Through this method, the trainees are able to develop their intellectual abilities, generate social awareness and reinforce practical judgement. The individuals are able to understand how situations can turn complicated in real life. After the information is provided to the trainees in terms of various aspects of the organizations, then incidents are given to them. The trainees are supposed to conduct an analysis of the case. In this manner, they are not only generating information in terms of various aspects of the organizations, but also are able to hone their analytical, critical thinking and problem-solving skills. This method can be put into operation on one's own on an individual basis as well as through working in a team. Therefore, incident method is regarded as one of the efficient methods of training and development, which has proven to be effective and favourable to the individuals, irrespective of their job positions in the hierarchy of the organization.

In-Basket Method

The main purpose of this method is to impart information to the individuals in terms of various characteristics of the organizations, products, departments, personnel, details, requests and various types of data pertaining to the organizations. In this case, the trainees need to understand that they are required to implement time management skills in an effective manner. In other words, tasks and job duties need to be carried out within a specified period of time. In this manner, they are not only putting into practice various job duties in a well-ordered and satisfactory manner, but achievement of the desired goals and leading to up-gradation of the overall structure of the organization. This method can be put into operation on one's own on an

individual basis as well as through working in a team. Therefore, in-basket method is regarded as one of the efficient methods of training and development, which has proven to be worthwhile and encouraging to the individuals, particularly in the production and manufacturing organizations.

Business Game

In the training and development of business game, the individuals are to work in a team. Each team has to discuss work-related matters, i.e. expenditure, pricing, research, production and come to a decision. In this method, they need to ensure, they make productive and wise decisions. As when decision making processes are put into operation in a well-ordered manner, one will be able to put into operation their job duties in a satisfactory manner, generate the desired outcomes, achieve the desired goals and lead to up-gradation of the overall structure of the organization. When the individuals are working in a team, they get to know each other. In order to incur the feeling of job satisfaction and retain one's job, it is of utmost significance to form cordial and pleasant terms and relationships with each other. Therefore, business game is regarded as one of the competent methods of training and development, which has proven to be meaningful and inspiring to the individuals, particularly in the production and manufacturing organizations. These are in the case of both products as well as services.

Field-work

Field-work is the method of training and development, which enables the individuals to go out in the field. When the individuals are working on research projects, they normally are required to collect data. In training and development programs, the trainers impart information to the trainees in terms of doing field-work in a well-ordered and satisfactory manner. The number of aspects that need to be taken into account are, generating information in terms of subjects and concepts; communicating effectively with others; taking field notes; having an approachable nature and an amiable attitude and having a pleasant personal appearance. When these factors are

acknowledged, field-work can be put into practice in a well-ordered and regimented manner. Therefore, field-work is regarded as one of the competent methods of training and development, which has proven to be meaningful and inspiring to the individuals. These are put into operation in educational institutions at all levels and in various types of organizations.

Simulation

In this method, simulation is duplicated to the situation in such a manner that it resembles the actual job situation. Through this method, the trainees are able to develop their intellectual abilities, generate social awareness and reinforce practical judgement. The individuals are able to understand how situations can turn complicated in real life. After the information is provided to the trainees in terms of various aspects of the organizations, then incidents are given to them. In this method, the trainees learn to hone their decision making and problem-solving skills. In this case, the trainees need to understand that they need to make wise and productive decisions. When there are occurrence of problems, they will provide solutions on their own or obtain support and assistance from others. Therefore, simulation is regarded as one of the competent methods of training and development, which has proven to be important and motivating to the individuals in various types of organizations.

Sensitivity Training

The primary objective of sensitivity training is to lead to development of sensitivity and awareness in terms of the behavioural patterns of oneself and others. When the individuals are engaged in employment opportunities, they are required to experience various types of problems and challenges. Hence, in order to cope with them in an efficient manner, they are required to be aware in terms of various factors. These are, augment skills and abilities; generate information in terms of subjects and factors; communicate effectively with others; possess an approachable nature and an amiable attitude; form cordial and sociable terms and relationships with others; make wise and productive decisions; take out time for all

tasks and activities; generate awareness in terms of various aspects of the organizations; bring about improvements in job performance and have a pleasant personal appearance. Therefore, sensitivity training is a method of training and development, which has proven to be important and motivating to the individuals in putting into operation their job duties in a suitable manner, generating the desired outcomes, achieving the desired goals and leading to up-gradation of the overall structure of the organization.

Conclusion

When the individuals get recruited in various types of organizations, they need to get enrolled in training and development programs. The main purpose of these programs is to impart information to the individuals in terms of various features of the organizations. Objectives of training and development programs are, generate awareness in terms of various aspects of the organizations, bring about improvements in job performance, bring about changes in the overall structure of the organization, put into operation managerial functions in an effective manner, utilize modern, scientific and innovative methods, focus upon development of skills and abilities, provide solutions to various types of problems, focus upon promoting teamwork, inculcating the feelings of pleasure and contentment among employees and focus upon leading to enrichment of the overall structure of the organization. Methods of training and development are, coaching, lecture method, role playing, case studies, incident method, in-basket method, business game, field-work, simulation and sensitivity training. Finally, it can be stated, when there are up-gradation of training and development programs, it will contribute in a significant manner in promoting well-being and goodwill of the employees and the overall structure of the organizations.

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