



What is Training and Development?

As corporate goals and the management of human resources become more complex, H&R today is no longer only administratively based or the usual payroll and hire and fire work. It's now seen as a corporate strategic partner providing business solutions, advices relating to human capital, corporate culture building, and all the way to organization development and talent management. As an integral part of H&R, T&D is at the forefront of many corporate changes. The following gives you a glimpse of what T&D does in companies:

Training and Development

1. Road map and policy formulation

Training and development can involve something as simple as computer-operating skills. However, in certain corporate contexts, it can be complex, involving different corporate goals, groups of people, and different skills, competencies, and values, and therefore require road maps and policies to facilitate the planning and implementation of training and development. Here some possible corporate goals that may involve training and development of staff:

- Technology-related
 - IT and other equipment, facilitating operating skills
- Staff-related
 - Attitude related
 - Skills and competencies related
- Organization-related
 - Company culture development
 - Management style and orientation

2. Needs Analysis

Analyses are performed by T&D management to determine the needs for training and development. Some possible causes for needs analyses:

- Regular company staff performance evaluation
- In take of new staff
- Incorporation of new products and facilities
- Strategic corporate adaptations
 - E.g. As in company image building or in staff rotation.

3. Plan formulation and budget management

At this stage, training and development plans are lay down in broad terms as to the kind of training required, the personnel involved—both trainers and trainees, the criteria to be met, and budget management—how the budget is going to be used.

4. Design, procurement, implementation, and evaluation

After training and development plans are made, one shops for the different solutions or designs that can be used to implement the plan.

5. Nurturing of learning culture & facilitation of organizational change

For many companies, T&D is also responsible for nurturing a learning culture amongst its staff and it will be there to facilitate organizational change of any form.

6. Strategic partners to management

In today's business world, T&D specialists work together with management to facilitate organizational change, enhance staff engagement, and work on succession planning. They work closely with campus recruitment colleagues in identifying, training, and coaching management trainees.