

# TRAINING

**KANAK PRIYA**

P.G.Department  
Patna University

# Vision Statement

- Training of public servants form essential aid to the overall efficient operation of the public services
- Training is the process of developing skills habits knowledge and aptitudes in employees for the purpose of increasing the effectiveness of employees in their present government positions as well as preparing employees for future government positions- **William G Torpey**
- The role of training has been brilliantly analysed in the Report of the committee on the training of civil servants (popularly known as the Assheton Committee Report of 1944)

# Types of Training

- Formal Training
- Informal Training

# Informal Training

- Informal training is training by doing the work and learning from mistakes, thus, leading to the the the acquisition of administrative skill through practice. Imparted imperceptibly, it leaves profound impressions upon the mind of its recipient. Britishers adopted the informal training in colonial India.
- The ultimate success of informal training however depends upon the experience and seniority of the senior officer, and his interest in the new entrant.

# Formal Training

- Formal training purports to inculcate administrative skill by well defined courses at proper stage in a person's career.
- Formal training is a training which is carefully conceived, prearranged and conducted under the expert guidance.
- Formal training is imparted with a view to inculcate administrative skill by well defined courses at proper stages in the man's career. In fact, training schemes are being multiplied through institution of group discussions, conferences, seminars, lectures and workshops.

# Formal Training

- Formal training may be divided into four categories:
  - 1) Pre- entry Training
  - 2) Orientation Training
  - 3) In-service Training
  - 4) Post-entry Training



# Pre- entry Training

- Pre-entry training as its very name suggests is a training imparted to the aspirants to public service before they enter such a service. In this sense, education imparted in schools and colleges or universities is a sort of pre-entry training which fits the individuals to seek all sorts of jobs in the government.

# Orientation Training

- Orientation training aims at introducing an employee to the basic concept of his job, new work environments, organisation and its goal.

# In-Service Training

- In-service training, as its name indicates, is a sort of training which is imparted to the candidates after their selection to the public service.
- This type of training stimulates the employees to make best efforts and to improve their performance. It boosts their morale and makes them attuned to the new tasks of onerous nature. There is no denying the fact that learning by 'trial and error' system used to be a popular method in the past.
- Training should prepare the individual civil servants not only for performing his present job well but also for shouldering higher responsibilities and meeting new and complex challenges in future



# Post-Entry Training:

- Post-entry training is a training imparted to the employee during the course of his services. This type of training aims at:
  - (a) Better performance of present work
  - (b) Preparation for advancement i.e. higher position

This type of training can be given in two ways

- (i) Through refresher courses
- (ii) self-efforts

# Advantages of training

- Training makes the employees people oriented. It is pertinent to recall the observation of the Assheton committee (1944): nothing could be more disastrous than the civil service and the public should think of themselves as in to separate camps. The inculcation of the right attitude towards the public and towards business should therefore, be one of the principal aims of the 'Civil Service Training'
- Training helps to broaden the vision and outlook of the appointees by constantly holding out to them wider national objectives and their potential contribution towards the realisation of the same. To quote Nigro, 'the function of training is to help the employees grow, not only from the standpoint of mechanical efficiency but also in terms of the broad outlook and perspective which public servants need.'

# Need for Training in a Democracy

- Training helps the entrant to inculcate occupational skills and knowledge and thus makes him familiar with the objectives of the departments to which he belongs.
- Training helps the employee to adjust to the new environments of the constantly changing goals and techniques of departments.
- Training helps to correct the deficiencies of the new appointees and thus enables the entrant to the challenges posed by the government departments.
- Training helps the employee to catch up momentum with the latest technologies.

## Cont....

- Training fosters homogeneity of outlook and esprit de corps in the employees. It is conducive to cohesion in regards to the methods of work and approach to problems.
- Training helps to build integrity and morale in the public employees by inculcating in them the right mental attitudes to questions of personal and public conduct.
- Training equips those who are already in the public services for higher positions and greater responsibilities that inevitably devolve upon the existing personnel in view of the expanding functions of the modern government and the demand for increased competence in the public services.

No matter how well-grounded an employee may be in the general subject to which his work relates, there is much for him to learn in respect to the particular duties of his position

**Professor Willoughby**



**THANK YOU**