



Internship Report on

The Training and Development Activities at the Human Resource Department of Belkuchi
Knitting and Dyeing Ltd.

Submitted To

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Submitted By

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Date of Submission: 15th October, 2023

Letter of Transmittal

15th October, 2023

Nawshin Haque

Department of English

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Subject: Submission of internship report entitled “The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd.

Dear Sir,

I am delighted to submit my internship report, " The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd.," as part of my B.A. Program at Daffodil International University. During my internship, I acquired valuable practical experience by applying academic knowledge to actual HR scenarios and by gaining a deeper understanding of HR's crucial role in the success of an organization. My report includes an introduction to Belkuchi Knitting and Dyeing Ltd., an overview of the HR department, training programs, a needs analysis, recommendations, and a conclusion. I am appreciative of the Belkuchi team's support.

I would appreciate your feedback on this report so that I can improve my HR skills. I eagerly anticipate discussing it in depth at your discretion. Thank you for your continued support; I am confident that this experience will benefit my career in the future.

Sincerely,

Nawshin Haque

ID: 192-10-443

Program: B.A. honors' in English

Department of English

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Declaration

I, Nawshin Haque, a student in the Bachelor's program of English at Daffodil International University, hereby declare that my Internship Report titled "An Analysis of The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd." is entirely my original work, adhering to all academic guidelines and ethical standards of Daffodil International University.

I affirm the accuracy of all information and data presented, and I have appropriately cited any external sources used. This report has not been previously submitted elsewhere. I take full responsibility for its content and quality, and I am aware that any academic misconduct is subject to disciplinary action. I appreciate the support of Daffodil International University throughout my academic journey.

Nawshin
.....

Nawshin Haque
ID: 192-10-443
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Letter of Authorization

I hereby confirm that Nawshin Haque, ID-192-10-443, in the Department of English at Daffodil International University, has successfully fulfilled the requirements of her internship report under my guidance and supervision. The paper bears the title "An Analysis of the Training and Development Activities of Belkuchi Knitting & Dyeing Ltd." and has been named " Training and Development Activities of Belkuchi Knitting & Dyeing Ltd."

I am pleased to announce that she has successfully finalized the report by diligently adhering to all requisite procedures. The report encompasses comprehensive data, information, analysis, and findings sourced from reputable and reliable outlets. As a result of this, it can be inferred that the report reached a satisfactory resolution.



.....

Signature of the Supervisor

Mr. Mahmudul Hasan

Lecturer

Department of English

Faculty of Humanities and Social Sciences

Daffodil International University

Acknowledgements

Firstly, I express my gratitude to Allah, The Almighty, for granting me the resilience, courage, and competence to successfully complete the training assignment within the designated timeframe, although the numerous obstacles encountered. The achievement of finishing this report will become impossible if there was no assistance and guidance from my supervisor.

I would want to express my utmost appreciation to Mr. Mahmudul Hasan, a Lecturer at Daffodil International University, for his invaluable support, motivation, and guidance over the course of my academic journey.

I would like to extend my appreciation to the general manager and the director of Human Resources Department (HRD). All of its instructions are easily comprehensible. I express gratitude towards the team for their contributions to my learning and professional development. Their expertise made me better prepared and helped me complete the report successfully. I was able to use some data for this report was made possible due to the collective efforts of the entire Human Resource Department (HRD) workforce. I express gratitude towards both the company and direct supervisor for their support and guidance in my endeavors. I would want to seize this occasion to express my gratitude to the people in my Human Resources team, whose thoughts have significantly impacted how I work with others professionally and have helped me to understand how our organization is evolving.

I respectfully express my gratitude to my friends and family for their love, support, and encouragement. In conclusion, I would like to convey my sincere appreciation and admiration for Daffodil International University, the institution that conferred upon me the Bachelor's degree.

Abstract

The workforce constitutes the primary catalyst for the success of any thriving enterprise. Employees are considered to be the most precious asset possessed by every company or organization. In this project, I have examined the importance of training and development in the context of the Human Resource Department at Belkuchi Knitting & Dyeing Ltd. I have outlined key findings include issues with insufficient training, the need for more engagement from employees, and challenges with conflict management and adapting to changes. Developing leaders and engaging learners have been identified as vital areas for improvement. My recommendation includes better-tailored training, creating a supportive learning environment, involving employees in the training process, customized group training, conflict resolution skills, aligning company and employee goals, and offering relevant educational opportunities. In conclusion, my internship experience at Belkuchi Knitting & Dyeing Ltd. has been a valuable journey of learning and personal development. During my time there, I gained essential skills that have improved my confidence and performance in my role.

Keywords: Training and development, Human resource department, Skills, Internship activities, SWOT Analysis, Belkuchi Knitting & Dyeing Ltd.

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Chapter: 01

Introduction

1.1 Introduction

Training and development in the Human Resource Department means programs to make employees better at their jobs. This helps them do their work well and feel happy (Latham et al., 1988). The aim of this report is to give an overview of the different departments in Belkuchi Knitting & Dyeing Ltd, except HR and TD, so we can understand how the company works. We worked hard for the last three months to make sure we included all the important details in a standard way. We gathered information from many sources. After spending a lot of time and effort over the past three months, I have finished the internship. During my internship, I gained a lot of hands-on experience and learned about various aspects of the clothing industry. Additionally, the people I have met during my internship have taught me a lot about this field and have helped me grow in my career in organizational studies. When employees see that their organization is invested in their professional growth, they are more likely to feel valued and motivated to perform at their best. This can lead to increased productivity and a positive work environment (van der Kolk et al., 2019). Additionally, investing in employee growth can also attract top talent to the organization, as potential candidates are more likely to be attracted to companies that prioritize their employee's development (Lee et al., 2003).

1.2 Objectives of the study

This investigation is about gathering information so we can write a report. Our responsible superiors gave us the task of planning this report. We can improve our performance and advance our institution and faculty with this opportunity.

Primary Objective

The purpose of this report is largely to meet the requirements for the completion of the internship program of English Department. The purpose of this report is to emphasize the importance of training and development within HR departments and how they can be used better in the clothing industry.

Specific Objectives

- To gain insight into the training and development issues that are implemented in Belkuchi Knitting & Dyeing Ltd.
- To analyse the training and development policies and processes that are currently in place at Belkuchi Knitting & Dyeing Ltd.
- To investigate new ways to do training and development at Belkuchi Knitting & Dyeing Ltd.

1.3 Methodology

This approach effectively combines both primary and secondary sources, as indicated by its title. I tried to get information from them, and they answered my questions. Because they need to keep their data secret, the company was very careful about protecting it. This report draws upon various sources, including multiple literature on human resources and the official website of Belkuchi Knitting & Dyeing Ltd., to provide a comprehensive analysis.

Primary data:

- ❖ Participating in initial training sessions and engaging in conversations with human resources representatives.
- ❖ Engaging in dialogue and seeking guidance from higher-ranking individuals inside the organization to facilitate communication with management.

Secondary data:

I took advantage of a diverse range of scholarly journals and corporate human resources handbooks to gather data.

- The data has been gathered from several sources, encompassing the annual report, media, and online platforms.
- Belkuchi Knitting & Dyeing Ltd. has a diverse range of publications.
- The documentation and archival materials pertaining to human resources procedures.
- The social media presence of Belkuchi Knitting & Dyeing Ltd. on the platform Facebook.

Chapter: 02

Organizational Overview

2.1 Belkuchi Knitting & Dyeing Ltd: A Brief History

The Belkuchi Knitting & Dyeing Ltd. business started up in the year 2000. We increase the value of our clients' businesses by making competitive goods and selling ready-made clothes from a range of well-known brands around the world. In the knitting business, our company is known for being reliable and making high-quality clothes. We also have the right number of employees, size, and operational efficiency to make sure that new goods are delivered on time. We are more interested in Bangladesh's ready-made garment (RMG) industry because of how big the factories are and how complicated the processes are that are used to make high-quality clothes. A wide range of goods, great design skills, and quality levels that are on par with the highest standards around the world are three more things that will be very important to the organization's continued success. This led to Belkuchi Knitting & Dyeing Ltd. growing quickly and becoming a successful business in a short amount of time.

2.2 Vision

- ✓ Establish itself as the leading retailer of ready-made apparel in Bangladesh, achieving significant success in the market.
- ✓ Achieve optimal productivity within the readymade garments industry at both the individual and organizational levels.

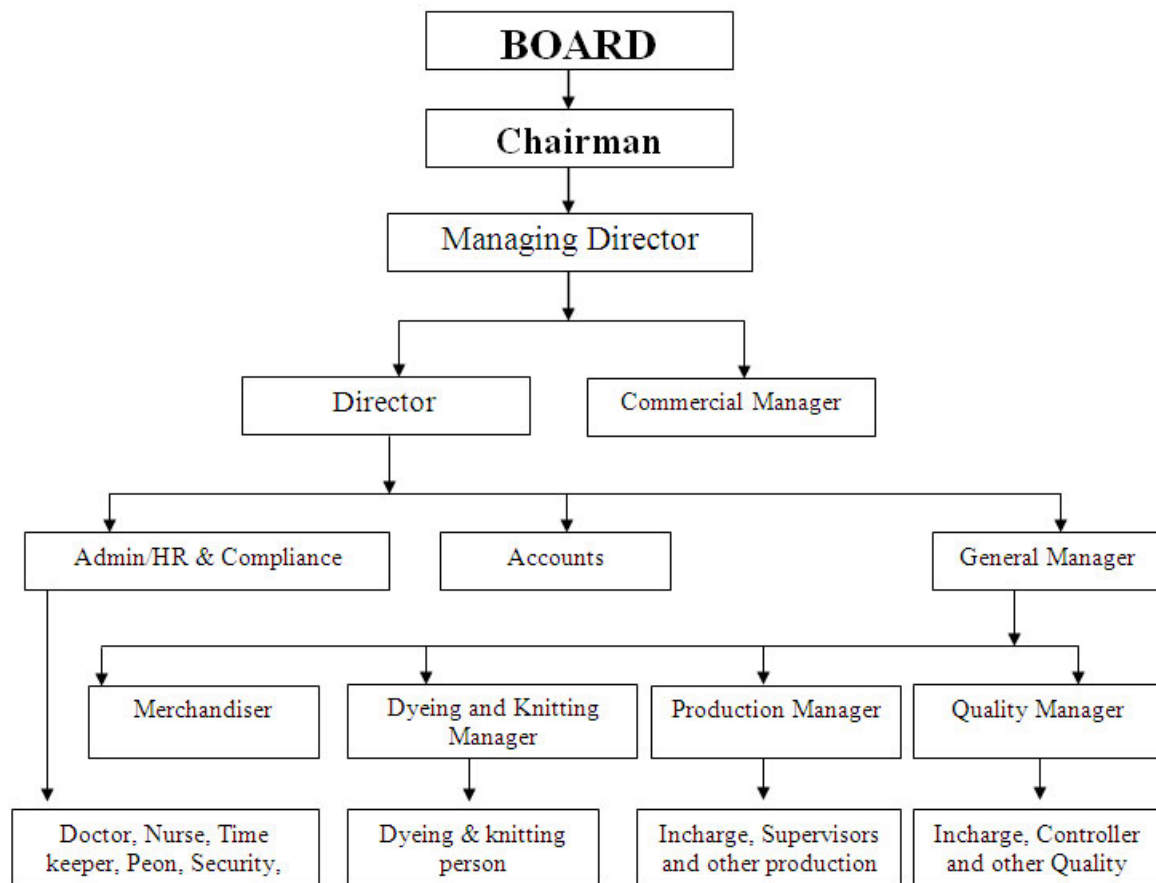
2.3 Mission

Ensure optimal client satisfaction by delivering items of exceptional quality and ensuring the long-term sustainability of the firm through effective operational practices.

2.4 Values

- ❖ Enhanced Employee Security via Emerging Technologies.
- ❖ A Focus on Sociological and Environmental Obligations.
- ❖ Technological advancements.

2.5 Company organogram



2.6 Products

- Trousers,
- Polo Shirt,
- T-Shirt,
- Skirts and,
- Shorts wear.

2.7 Various departments of Belkuchi Knitting & Dyeing Ltd.

1. **Human Resources Department:** This department oversees employees, ensures legal compliance, maintains records, manages taxes, and deals with employee-company relations.
2. **Accounts Department:** This team keeps track records of all the financial transactions.
3. **Maintenance Department:** This group handles repairs and maintenance, including fixing machines, plumbing, painting, floor cleaning, and electrical work to ensure everything functions smoothly.
4. **Manufacturing Department:** This department is vital for clothing production. They raise funds, cultivate donor relationships, manage grants, and handle material procurement and clothing manufacturing.
5. **Service Employees:** These experts also work in the Maintenance Department. They fix and take care of mechanical things, systems, and equipment.

Chapter: 03

Internship Activities at Belkuchi Knitting & Dyeing Ltd.

3.1 Human Resource Management

Human Resource Management (HRM) is a critical function inside an organization, it involves me with the activities like recruitment, supervision, and supporting the people who work for the company. HRM is a commonly used acronym that stands for the term "human resource management." It's all about engaging with the organized process of acquiring, instructing, maintaining, and motivating the employees once they're hired. Human resource management (HRM) encompasses the range of activities undertaken inside an organization to attract, cultivate, and maintain a skilled workforce. This helps the company reach its goals in the best way possible.

3.2 Human Resource Planning

Companies have historically depended on human resource planning as a means to ensure that the suitable individual is employed in the suitable role at the suitable moment. As an intern, I've gleaned key insights about Human Resource Planning:

Strategic Alignment: HR planning is no longer just about filling roles; it's about aligning the workforce strategically with the company's long-term goals.

Evolving Role: HR planners face expanding responsibilities, going beyond traditional functions to address complex issues crucial to business success.

Impact on Strategy: Their work significantly influences the company's direction, emphasizing the importance of workforce planning in achieving objectives.

In summary, I've learned that HR planning is a dynamic and strategic function, critical for businesses navigating a changing and unpredictable environment.

3.3 Human Resource Function

Through my internship, I've grasped essential concepts of Human Resource Management:

Strategic People Management: HR is not just about hiring and payroll; it involves strategic planning to maximize the potential of a company's workforce.

Employee Collaboration: HR fosters effective interactions and relationships among employees, emphasizing teamwork and a harmonious workplace.

Organizational Goals: The ultimate aim is to manage employees well, ensuring they work together efficiently to achieve the company's objectives, which hinges on cultivating strong working relationships.

3.4 Employee Orientation

During my internship, I gained valuable insights into the essential aspects of new employee orientation within the organization. This crucial process commences with an introductory meeting led by the human resources division. This meeting serves as a comprehensive introduction to the company and encompasses a broad spectrum of topics vital for new employees. These topics include safety guidelines, the working environment, job descriptions, benefits and eligibility, company culture, historical background, the organizational structure, and other pertinent information. Through this experience, I came to understand the significance of a well-structured orientation program in ensuring that new employees seamlessly integrate into the organization and align with its values and objectives from the very start.

3.5 Employee Socialization

During my internship, I learned that employee socialization, commonly known as onboarding, is a comprehensive process that enables newly hired personnel to become familiar with their workplace, grasp the company culture, understand their job roles, and align with expected standards. It encompasses aspects such as initial orientation, cultural integration, role clarification, relationship-building, skill development, performance feedback, adaptation to organizational

changes, emotional support, and acclimatization to diverse environments. Successful socialization plays a pivotal role in fostering long-term employee engagement, reducing turnover rates, and promoting continuous learning, thereby benefiting both individual employees and the overall prosperity of the organization.

3.6 Traditional and modern training approaches

Traditional Training Approaches:

Old-school training methods have been around for a while. They involve face-to-face teaching, like being in a classroom with a teacher or mentor. You might have textbooks and guides to learn from. They can also include hands-on training and personal help from a mentor. Sometimes, I attend workshops or seminars in person. These methods are often structured, with the teacher giving information to the students. They work in certain situations, but they might not be as flexible or convenient as newer ways of learning.

Modern Training Approaches:

Training methods have changed with technology and how people like to learn. E-learning uses digital tools and the internet to offer flexible learning. Microlearning provides short and focused lessons for quick skill development. Blended learning mixes traditional teaching with digital resources to suit different learning styles. Gamification makes learning fun by using game-like elements. Virtual reality (VR) and augmented reality (AR) create immersive learning experiences. Mobile learning (M-learning) lets you learn on the go. These methods focus on making learning personal, interactive, and easy to access, which fits the diverse learning needs of today.

3.7 My Learning experience and acquired skills:

1.Skill Acquisition: First and foremost, I have gained a lot of skills during my internship. The program was designed to equip me with the specific skills needed to perform my job effectively. I've learned technical skills like using software and operating machinery, and I have also improved my soft skills, such as communication and teamwork. This newfound knowledge has made me much more confident in my role.

2.Performance Enhancement: One of the most noticeable changes has been the improvement in my performance. The internship program addressed my skill gaps and provided me with additional knowledge. As a result, I have become much more proficient in my tasks, leading to increased productivity and better outcomes in my work.

3.Organizational Integration: The internship program helped me become familiar with the organization's culture, policies, and procedures, making my transition into my role much smoother.

4.Adaptability and Change Management: In today's fast-paced business world, change is constant. The guidance I received helped me adapt to new technologies, processes, and strategies. This adaptability is crucial to remaining effective as the organization evolves.

5.Career Advancement Opportunities: Moreover, the internship program provided me with opportunities for career advancement. I have been empowered to take on more significant responsibilities

6.Innovation and Adaptability: Innovation and adaptability have become a part of my work culture. I now feel better equipped to propose new ideas and approaches, contributing to the organization's innovation and continuous improvement.

7.Values, Mission, and culture Reinforcement: Lastly, the training reinforced the company's values, mission, and culture, making sure that all employees understand and align with the organization's core principles. This contributes to a cohesive and unified workforce.

8.Time management: The internship has improved my time management abilities. I learnt to prioritize work by urgency and importance, organize daily and weekly activities, and use various

tools and resources for task management. As I adapted to the fast-paced sector, meeting tight deadlines became second nature, and team communication was critical to workflow. The experience stressed adaptability, flexibility, and ongoing progress. The internship included practical advice on managing time and professional duties for career success.

3.8 Limitations:

Despite my diligent efforts to produce a comprehensive and aesthetically pleasing report, I am encountering certain constraints that prevent me from achieving perfection. The functionality operates in a manner consistent with this:

- ✓ I have conducted report on a single company exclusively.
- ✓ Regrettably, I didn't have enough time to finish everything I wanted for this report.
- ✓ I couldn't find much extra information. There aren't many books or papers about this industry, and some information is kept secret from the managers and executives.

The workers exhibit deficiencies in knowledge, hence resulting in their failure to respond to the question accurately.

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Chapter: 04

Analysis and Findings

4.1 SWOT Analysis of Belkuchi Knitting & Dyeing Ltd.

SWOT is a tool used by organizations to make smart decisions. It looks at their strengths and weaknesses inside the company and opportunities and threats from the outside. By thinking about these things, organizations can plan better, use their strengths, fix their weaknesses, grab opportunities, and protect against threats to be more successful.

1. **Strengths:** Belkuchi Knitting & Dyeing Ltd. boasts a strong and established reputation for consistently delivering high-quality garments and meeting customer demands, signifying their reliability within the knitwear industry. This, coupled with their commitment to maintaining a skilled workforce and operational efficiency, enables them to offer a wide array of clothing products, fostering diversification, and their dedication to embracing technological advancements ensures that innovation remains at the core of their operations, enhancing both processes and products.
2. **Weaknesses:** Belkuchi Knitting & Dyeing Ltd. faces weaknesses in its training and development processes, characterized by issues of insufficient training alignment with employee skills and needs, a challenge in fostering employee engagement in learning and development, and a need for a more comprehensive approach that empowers and motivates employees to enhance their skills beyond traditional classroom training. Addressing these weaknesses is crucial to unlock the full potential of their workforce and ensure the effectiveness of training programs.
3. **Opportunities:** Belkuchi Knitting & Dyeing Ltd. is well poised to seize several opportunities in the market. Firstly, the thriving ready-made garment industry in Bangladesh offers the potential for the company to expand its market share and customer base. Furthermore, the company's emphasis on technological advancements positions it to harness new technologies for enhanced manufacturing and operational efficiency. Additionally, the increasing awareness of environmental issues and consumer demand for

sustainable products presents an opportunity for the company to embrace eco-friendly practices, aligning with the growing trend towards sustainability in the market.

- 4. Threats:** The company faces several threats in its operating environment. Competition within the industry is intense, necessitating a constant effort to stay competitive and safeguard its market position. Economic uncertainty, such as economic downturns, can impact consumer demand for garments, potentially affecting the company's profitability. Additionally, the company must remain vigilant about regulatory changes that may impact its operations, particularly in areas like labor, environment, and trade. Lastly, the fast pace of technological advancements presents a challenge, as failure to keep up with industry standards could hinder the company's growth and adaptability.

4.2 Key Findings

- 1. Insufficient training:** Many employees aren't getting the right training that matches their needs and skills. This is a big problem in employee training.
- 2. Employee Engagement:** Employees need to actively participate in their learning, and sometimes they just aren't interested. Training only works when people take in new knowledge and use it at work.
- 3. Lack of Support:** Companies must do more than just classroom training. They need to encourage and authorize employees to improve their skills.
- 4. Conflict Management:** Training has various challenges, like distance, cost, language, and the need for virtual training, especially when dealing with conflict.
- 5. Dealing with Changes:** Changes in organizations are becoming more complicated. Experts find it tough to handle mergers, new technology, money allocation, and workforce management.
- 6. Developing Leaders:** Developing leaders at all levels is vital for a company's success in the present and future.

7. **Engaging Learners:** Encouraging employees to make learning a priority and actively participate in training is hard and might continue to be a challenge without clear priorities and accountability.
8. **Consistent Training:** Conflict management is a crucial skill that everyone, even experienced employees, needs to manage well. Many team members face conflicts at work.

Chapter: 05

Recommendation & Conclusion

5.1 Recommendations

- ❖ **Better Training:** Ensure that the training provided is relevant to each employee's role and focuses on improving their skills, rather than just what they already know.
- ❖ **Support Learning Environment:** Create an environment where employees are encouraged to learn and grow. Offer perks like extra pay, support from management, and resources for training. Regularly check in on how the training is going, and make professional development a part of performance reviews.
- ❖ **Employee Input:** Involve employees in the training process by asking for their ideas and goals. People are more motivated when they have a say in what they learn.
- ❖ **Customized Group Training:** Tailor training programs to fit each employee's job. This helps them do better in their daily tasks.
- ❖ **Conflict Resolution Skills:** Train employees in resolving conflicts, negotiation, and mediation. Understanding and handling workplace conflicts is important.
- ❖ **Align Company and Employee Goals:** Make sure the company's needs match up with what individual employees want. This makes training more engaging and motivating.
- ❖ **Educational Opportunities:** Offer educational opportunities that match what employees need. Give feedback in real-time to improve training and performance.

5.2 Conclusion

In conclusion, this research report is quite understandable, even for those with basic technical knowledge. We collected data through interviews and questionnaires and provided detailed explanations and recommendations. Belkuchi Knitting & Dyeing Ltd. is a well-established manufacturing company in Bangladesh. They've earned a good reputation by meeting their customers' needs. Foreign investments have also boosted the local economy. To grow, the company knows it must invest in its people. They value their employees and put effort into hiring the right ones. A company's growth depends on the growth of its staff, so they provide the necessary resources for their development. They aim to integrate business practices with ethics and social responsibility. The selection process is crucial for successful recruitment. To ensure success, they continuously seek new growth strategies. It's time to take actions that will ensure Pacific Jeans Limited's long-term success.

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Chapter 06 Appendices

Salary sheets checking



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TO WHOM IT MAY CONCERN

This is to certify that Nawshin Haque, a student of BA in English, Daffodil International University, Daffodil Smart city, Birulia, Savar, Dhaka-1216, Bangladesh successfully complete 3 (Three) month from August 15, 2023 to November 16, 2023 in HR Department. Long internship program at this company. During the period of his internship program with us she was found punctual, hardworking, and inquisitive. We wish him every success in life.

Belkuchi Knitting & Dyeing Ltd.


Authorized Signature
Engr. Md. Faridur Rahman
Managing Director

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Internship Report on The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd. Submitted To [Mr. Mahmudul Hasan Lecturer Department of English Faculty of Humanities and Social Sciences Daffodil International University](#) Submitted By Nawshin Haque ID: 192-10-443 Program: B.A. Honours in English [Department of English Faculty of Humanities and Social Sciences Daffodil International University](#) Date of Submission: 15th October, 2023 i Letter of Transmittal 15th October, 2023 Nawshin Haque Department of English [Daffodil International University](#) Subject: [Submission of internship report entitled "The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd. Dear Sir, I am delighted to submit my internship report, " The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd., " as part of my B.A. Program at Daffodil International University. During my internship, I acquired valuable practical experience by applying academic knowledge to actual HR scenarios and by gaining a deeper understanding of HR's crucial role in the success of an organization. My report includes an introduction to Belkuchi Knitting and Dyeing Ltd., an overview of the HR department, training programs, a needs analysis, recommendations, and a conclusion. I am appreciative of the Belkuchi team's support. I would appreciate your feedback on this report so that I can improve my HR skills. I eagerly anticipate discussing it in depth at your discretion. Thank you for your continued support; I am confident that this experience will benefit my career in the future. Sincerely, Nawshin Haque ID: 192-10-443 Program: B.A. honors' in English Department of English Faculty of Humanities and Social Sciences Daffodil International University ii Declaration I, Nawshin Haque, a student in the Bachelor's program of English at Daffodil International University, hereby declare that my Internship Report titled "An Analysis of The Training and Development Activities at the Human Resource Department of Belkuchi Knitting and Dyeing Ltd." is entirely my original work, adhering to all academic guidelines and ethical standards of Daffodil International University. I affirm the accuracy of all information and data presented, and I have appropriately cited any external sources used. This report has not been previously submitted elsewhere. I take full responsibility for its content and quality, and I am aware that any academic misconduct is subject to disciplinary action. I appreciate the support of Daffodil International University throughout my academic journey. Nawshin Haque ID: 192-10-443 Program: B.A. honors' in English Department of English Faculty of Humanities and Social Sciences Daffodil International University iii Letter of Authorization I hereby confirm that Nawshin Haque, ID-192-10-443, in the Department of English at Daffodil International University, has successfully fulfilled the requirements of her internship report under my guidance and supervision. The paper bears the title "An Analysis of the Training and Development Activities of Belkuchi Knitting & Dyeing Ltd." and has been named " Training and Development Activities of Belkuchi Knitting & Dyeing Ltd." I am pleased to announce that she has successfully finalized the report by diligently adhering to all requisite procedures. The report encompasses comprehensive data, information, analysis, and findings sourced from reputable and reliable outlets. As a result of this, it can be inferred that the report reached a satisfactory resolution. Signature of the Supervisor \[Mr. Mahmudul Hasan Lecturer Department of English Faculty of Humanities and Social Sciences Daffodil International University\]\(#\) iv Acknowledgements Firstly, I express my gratitude to Allah, \[The Almighty\]\(#\), for granting me the resilience, courage, and competence to successfully complete the training assignment within the designated timeframe, although the numerous obstacles encountered. The achievement of finishing this report will become impossible if there was no assistance and guidance from my supervisor. I would want to express my utmost appreciation to Mr. Mahmudul Hasan, \[a Lecturer at Daffodil International University\]\(#\), for his invaluable support, motivation, and guidance over the course of my academic journey. I would like to extend my appreciation to the general manager and the director of Human Resources Department \(HRD\). All of its instructions are easily comprehensible. I express gratitude towards the team for their contributions to my learning and professional development. Their expertise made me better prepared and helped me complete the report successfully. I was able to use some data for this report was made possible due to the collective efforts of the entire Human Resource Department \(HRD\) workforce. I express gratitude towards both the company and direct supervisor for their support and guidance in my endeavors. I would want to seize this occasion to express my gratitude to the people in my Human Resources team, whose thoughts have significantly impacted how I work with others professionally and have helped me to understand how our organization is evolving. I respectfully express my gratitude to my friends and family for their love, support, and encouragement. In conclusion, I would like to convey my sincere appreciation and admiration for Daffodil International University, the institution that conferred upon me the Bachelor's degree. v Abstract The workforce constitutes the primary catalyst for the success of any thriving enterprise. Employees are considered to be the most precious asset possessed by every company or organization. In this project, I have examined the importance of training and development in the context of the Human Resource Department at Belkuchi Knitting & Dyeing Ltd. I have outlined key findings include issues with insufficient training, the need for more engagement from employees, and challenges with conflict management and adapting to changes. Developing leaders and engaging learners have been identified as vital areas for improvement. My recommendation includes better-tailored training, creating a supportive learning environment, involving employees in the training process, customized group training, conflict resolution skills, aligning company and employee goals, and offering relevant educational opportunities. In conclusion, my internship experience at Belkuchi Knitting & Dyeing Ltd. has been a valuable journey of learning and personal development. During my time there, I gained essential skills that have improved my confidence and performance in my role. Keywords: Training and development, Human resource department, Skills, Internship activities, SWOT Analysis, Belkuchi Knitting & Dyeing Ltd. vi Contents \[Letter of Transmittal\]\(#\) ii \[Declaration\]\(#\) iii \[Letter of authorization\]\(#\) iv \[Acknowledgement\]\(#\) v \[Abstract\]\(#\) vi \[Chapter: 01 Introduction\]\(#\) 1.1 \[Introduction\]\(#\) 1.1.2 \[Objectives of the study\]\(#\) 2.1.3 \[Methodology\]\(#\) 3 \[Chapter: 02 Organizational overview\]\(#\) 2.1 \[Belkuchi Knitting & Dyeing Ltd: A Brief History\]\(#\) 4 \[2.2 Vision\]\(#\) 4 \[2.3 Mission\]\(#\) 4 \[2.4 Values\]\(#\) 5 \[2.5 Company organogram\]\(#\) 5 \[2.6 Products\]\(#\) 6 \[2.7 Belkuchi Knitting & Dyeing Ltd: various departments\]\(#\) 6 \[Chapter: 03 Internship Activities at Belkuchi Knitting & Dyeing Ltd.\]\(#\) 3.1 \[Human Resource Management\]\(#\) 7 \[3.2 Human Resource Planning\]\(#\) 7 \[3.3 Human Resource Function\]\(#\) 8 \[3.4 Employee Orientation\]\(#\) 8 \[3.5 Employee Socialization\]\(#\) 8 \[3.6 Traditional and modern training approaches\]\(#\) 9 \[3.7 My Learning experience and acquired skills\]\(#\) 10 \[3.8 Limitations\]\(#\) 11 vii \[Chapter: 04 Analysis and Findings\]\(#\) 4.1 \[Analysis of SWOT\]\(#\) 12 \[4.2 Key Findings\]\(#\) 13 \[Chapter: 05 Recommendation & Conclusion\]\(#\) 5.1 \[Recommendations\]\(#\) 15 \[5.2 Conclusion\]\(#\) 16 \[References\]\(#\) 16 \[Chapter: 06 Appendices\]\(#\) Salary sheets checking 17 viii \[Chapter: 01 Introduction\]\(#\) 1.1 \[Introduction\]\(#\) \[Training and development\]\(#\) in the \[Human Resource\]\(#\) Department means programs to make employees better at their jobs. This helps them do their work well and feel happy \(Latham et al., 1988\). The aim of this report is to give an overview of the different departments in Belkuchi Knitting & Dyeing Ltd, except HR and TD, so we can understand how the company works. We worked hard for the last three months to make sure we included all the important details in a standard way. We gathered information from many sources. After](#)

spending [a lot of time and effort over the past three months](#), I have finished the internship. During my internship, I gained a lot of hands-on experience and learned about various aspects of the clothing industry. Additionally, [the people I have met](#) during [my](#) internship [have](#) taught [me a](#) lot about this field and have helped me grow in my career in organizational studies. When employees see that their organization is invested in their professional growth, they are more likely to feel valued and motivated to perform at their best. This can lead to increased productivity and a positive work environment ([van der Kolk et al., 2019](#)). Additionally, investing [in](#) employee growth can [also](#) attract top talent to the organization, as potential candidates are more likely to be attracted to companies that prioritize their employee's development (Lee [et al.](#), 2003). [1.2 Objectives of the study](#) This investigation is about gathering information so we can write a report. Our responsible superiors gave us the task of planning this report. We can improve our performance and advance our institution and faculty with this opportunity. Primary Objective The purpose of this report is largely to meet the requirements for the completion of the internship program of English Department. The purpose of this report is to emphasize the importance of training and development within HR departments and how they can be used better [in the clothing industry](#). [Specific Objectives](#) - To gain insight into [the training and development issues](#) that are implemented [in Belkuchi Knitting & Dyeing Ltd.](#) - To analyse [the training and development policies](#) and processes that are currently in place at Belkuchi Knitting & Dyeing Ltd. - To investigate new ways to do training and development at Belkuchi Knitting & Dyeing Ltd. [1.3 Methodology](#) This approach effectively combines both primary and secondary sources, as indicated by its title. I tried to get information from them, and they answered my questions. Because they need to keep their data secret, the company was very careful about protecting it. This report draws upon various sources, including multiple literature on human resources and the official website of Belkuchi Knitting & Dyeing Ltd., to provide a comprehensive analysis. Primary data: ? Participating in initial training sessions and engaging in conversations with human resources representatives. ? Engaging in dialogue and seeking guidance from higher-ranking individuals inside the organization to facilitate communication with management. Secondary data: I took advantage of a diverse range of scholarly journals and corporate human resources handbooks to gather data. • The data has been gathered from several sources, encompassing [the annual report](#), media, [and](#) online platforms. • [Belkuchi Knitting & Dyeing Ltd.](#) has [a](#) diverse range of [publications](#). • The documentation [and](#) archival materials pertaining to human resources procedures. • The social media presence of Belkuchi Knitting & Dyeing Ltd. on the platform Facebook. [Chapter: 02 Organizational Overview 2.1 Belkuchi Knitting & Dyeing Ltd: A Brief History](#) The Belkuchi Knitting & Dyeing Ltd. business started up in the year 2000. We increase the value of our clients' [businesses by](#) making [competitive](#) goods [and](#) selling [ready-made clothes](#) from [a](#) range of well-known [brands](#) around [the world](#). In the knitting business, our company is known for being reliable and making high-quality clothes. We also have the right number of employees, size, and operational efficiency to make sure that new goods are delivered on time. [We are more interested in](#) Bangladesh's [ready-made garment \(RMG\)](#) industry because of how big the factories are and how complicated the processes are that are used to make high-quality clothes. A wide range of goods, great design skills, [and quality](#) levels [that](#) are [on par with the](#) highest standards around [the world are three more](#) things [that will be](#) very important [to the](#) organization's continued [success](#). This led to Belkuchi Knitting & Dyeing Ltd. growing quickly and becoming a successful business in a short amount of time. [2.2 Vision](#) ? Establish itself as the leading retailer of ready-made apparel in Bangladesh, achieving significant success in the market. ? Achieve optimal productivity within the readymade garments industry at both the [individual and organizational](#) levels. [2.3 Mission](#) Ensure optimal [client satisfaction by](#) delivering items of exceptional quality and ensuring the long-term sustainability of the firm through effective operational practices. [2.4 Values](#) ? Enhanced Employee Security via Emerging Technologies. ? A Focus on Sociological and Environmental Obligations. ? Technological advancements. [2.5 Company organogram](#) [2.6 Products](#) • [Trousers](#), • [Polo Shirt](#), • [T-Shirt](#), • [Skirts and](#), • [Shorts wear](#). [2.7 Various departments of Belkuchi Knitting & Dyeing Ltd.](#) 1. Human Resources Department: This department oversees employees, ensures legal compliance, maintains records, manages taxes, and deals with employee-company relations. 2. Accounts Department: This team keeps track records of all the financial transactions. 3. Maintenance Department: This group handles repairs and maintenance, including fixing machines, plumbing, painting, floor cleaning, and electrical work to ensure everything functions smoothly. 4. Manufacturing Department: This department is vital for clothing production. They raise funds, cultivate donor relationships, manage grants, and handle material procurement and clothing manufacturing. 5. Service Employees: These experts also work in the Maintenance Department. They fix and take care of mechanical things, systems, and equipment. [Chapter: 03 Internship Activities at Belkuchi Knitting & Dyeing Ltd. 3.1 Human Resource Management](#) [Human Resource Management \(HRM\) is a](#) critical function [inside an organization](#), it involves me with the activities like recruitment, supervision, and supporting the people who work for the company. HRM is a commonly used acronym that stands for the term "human resource management." It's all about engaging with the organized process of acquiring, instructing, maintaining, and motivating the employees once they're hired. Human resource management (HRM) encompasses the range of activities undertaken inside an organization to attract, cultivate, and maintain a skilled workforce. This helps the company reach its goals in the best way possible. [3.2 Human Resource Planning](#) Companies [have](#) historically depended [on human resource planning](#) as a means [to](#) ensure [that the](#) suitable [individual is](#) employed [in the](#) suitable role [at the](#) suitable moment. As an intern, I've gleaned key insights about Human Resource Planning: Strategic Alignment: HR planning is no longer just about filling roles; it's about aligning the workforce strategically with the company's long-term goals. Evolving Role: HR planners face expanding responsibilities, going beyond traditional functions to address complex issues crucial to business success. Impact on Strategy: Their work significantly influences the company's direction, emphasizing the importance of workforce planning in achieving objectives. In summary, I've learned that HR planning is a dynamic and strategic function, critical for businesses navigating a changing and unpredictable environment. [3.3 Human Resource Function](#) Through my internship, I've grasped essential concepts of Human Resource Management: Strategic People Management: HR is not just about hiring and payroll; it involves strategic planning to maximize the potential of a company's workforce. Employee Collaboration: HR fosters effective interactions and relationships among employees, emphasizing teamwork and a harmonious workplace. Organizational Goals: The ultimate aim is to manage employees well, ensuring they work together efficiently to achieve the company's objectives, which hinges on cultivating strong working relationships. [3.4 Employee Orientation](#) During my internship, I gained valuable insights into the essential aspects of new employee orientation within the organization. This crucial process commences with an introductory meeting led by the human resources division. This meeting serves as a comprehensive introduction to the company and encompasses a broad spectrum of topics vital for new employees. These topics include safety guidelines, the working environment, job descriptions, benefits and eligibility, company culture, historical background, the organizational structure, and other pertinent information. Through this experience, I came to understand the significance of a well-structured orientation program in ensuring that new employees seamlessly integrate into the organization and align with its values and objectives from the very start. [3.5 Employee Socialization](#) During my internship, I learned that employee socialization, commonly known as onboarding, is a comprehensive process that enables newly hired personnel to become familiar with their workplace, grasp the company culture, understand their job roles, and align with expected standards. It encompasses aspects such as initial orientation, cultural integration, role clarification, relationship-building, skill development, performance feedback, adaptation to organizational [8 ©Daffodil International University](#) changes, emotional support, and acclimatization to diverse environments. Successful socialization plays a pivotal role in fostering long-term employee engagement, reducing turnover rates, and promoting continuous learning, thereby benefiting both individual employees and the overall prosperity of the organization. [3.6 Traditional and modern training approaches](#) Traditional Training Approaches: Old-school training methods have been around for a while. They involve face-to-face teaching, like being in a classroom with a teacher or mentor. You might have textbooks and guides to learn from. They can also include hands-on training and personal help from a mentor. Sometimes, I attend workshops or seminars in person. These methods are often structured, with the teacher giving information to the students. They work in certain situations, but they might not be as flexible or convenient as newer ways of learning. Modern Training Approaches: Training methods have changed with technology and how people like to learn. E-learning uses digital tools and the internet to offer flexible learning. Microlearning provides short and focused lessons for quick skill development.

Blended learning mixes traditional teaching with digital resources to suit different learning styles. Gamification makes learning fun by using game-like elements. [Virtual reality \(VR\) and augmented reality \(AR\) create immersive learning experiences.](#) Mobile learning (M-learning) lets you learn on the go. These methods focus on making learning personal, interactive, and easy to access, which fits the diverse learning needs of today. 3.7 My Learning experience and acquired skills: 1.Skill Acquisition: First and foremost, I have gained a lot of skills during my internship. The program was designed to equip me with the specific skills needed to perform my job effectively. I've learned technical skills like using software and operating machinery, and I have also improved my soft skills, such as communication and teamwork. This newfound knowledge has made me much more confident in my role. 2.Performance Enhancement: One of the most noticeable changes has been the improvement in my performance. The internship program addressed my skill gaps and provided me with additional knowledge. As a result, I have become much more proficient in my tasks, leading to increased productivity and better outcomes in my work. 3.Organizational Integration: The internship program helped me become familiar with the organization's culture, policies, and procedures, making my transition into my role much smoother. 4.Adaptability and Change Management: [In today's fast-paced business world, change is constant. The](#) guidance I received helped me adapt to new technologies, processes, and strategies. This adaptability is crucial to remaining effective as the organization evolves. 5.Career Advancement Opportunities: Moreover, the internship program provided me with opportunities for career advancement. I have been empowered to take on more significant responsibilities 6.Innovation and Adaptability: Innovation and adaptability have become a part of my work culture. I now feel better equipped to propose new ideas and approaches, contributing to the organization's innovation and continuous improvement. 7.Values, Mission, and culture Reinforcement: Lastly, the training reinforced the company's values, mission, and culture, making sure that all employees understand and align with the organization's core principles. This contributes to a cohesive and unified workforce. 8.Time management: The internship has improved my time management abilities. I learnt to prioritize work by urgency and importance, organize daily and weekly activities, and use various tools and resources for task management. As I adapted to the fast-paced sector, meeting tight deadlines became second nature, and team communication was critical to workflow. The experience stressed adaptability, flexibility, and ongoing progress. The internship included practical advice on managing time and professional duties for career success. 3.8 Limitations: Despite my diligent efforts to produce a comprehensive and aesthetically pleasing report, I am encountering certain constraints that prevent me from achieving perfection. The functionality operates in a manner consistent with this: ? I have conducted report on a single company exclusively. ? Regrettably, I didn't have enough time to finish everything I wanted for this report. ? I couldn't find much extra information. There aren't many books or papers about this industry, and some information is kept secret from the managers and executives. The workers exhibit deficiencies in knowledge, hence resulting in their failure to respond to the question accurately. . [Chapter: 04 Analysis and Findings 4.1 SWOT Analysis of](#) Belkuchi Knitting & Dyeing Ltd. SWOT is a tool used by organizations to make smart decisions. It looks at their strengths and weaknesses inside the company and opportunities and threats from the outside. By thinking about these things, organizations can plan better, use their strengths, fix their weaknesses, grab opportunities, and protect against threats to be more successful. 1. Strengths: Belkuchi Knitting & Dyeing Ltd. boasts a strong and established reputation for consistently delivering high-quality garments and meeting customer demands, signifying their reliability within the knitwear industry. This, coupled with their commitment to maintaining a skilled workforce and operational efficiency, enables them to offer a wide array of clothing products, fostering diversification, and their dedication to embracing technological advancements ensures that innovation remains at the core of their operations, enhancing both processes and products. 2. Weaknesses: Belkuchi Knitting & Dyeing Ltd. faces weaknesses in its training and development processes, characterized by issues of insufficient training alignment with employee skills and needs, a challenge in fostering employee engagement in learning and development, and a need for a more comprehensive approach that empowers and motivates employees to enhance their skills beyond traditional classroom training. Addressing these weaknesses is crucial to unlock the full potential of their workforce and ensure the effectiveness of training programs. 3. Opportunities: Belkuchi Knitting & Dyeing Ltd. is well poised to seize several opportunities in the market. Firstly, the thriving ready-made garment industry in Bangladesh offers the potential for the company to expand its market share and customer base. Furthermore, the company's emphasis on technological advancements positions it to harness new technologies for enhanced manufacturing and operational efficiency. Additionally, the increasing awareness of environmental issues and consumer demand for sustainable products presents an opportunity for the company to embrace eco-friendly practices, aligning with the growing trend towards sustainability in the market. 4. Threats: The company faces several threats in its operating environment. Competition within the industry is intense, necessitating a constant effort to stay competitive and safeguard its market position. Economic uncertainty, such as economic downturns, can impact consumer demand for garments, potentially affecting the company's profitability. [Additionally, the company must remain vigilant](#) about [regulatory changes that may impact its operations](#), particularly in areas like labor, environment, and trade. Lastly, the fast pace of technological advancements presents a challenge, as failure to keep up with industry standards could hinder the company's growth and adaptability. 4.2 Key Findings 1. Insufficient training: Many employees aren't getting the right training that matches their needs and skills. This is a big problem in employee training. 2. Employee Engagement: Employees need to actively participate in their learning, and sometimes they just aren't interested. Training only works when people take in new knowledge and use it at work. 3. Lack of Support: Companies must do more than just classroom training. They need to encourage and authorize employees to improve their skills. 4. Conflict Management: Training has various challenges, like distance, cost, language, and the need for virtual training, especially when dealing with conflict. 5. Dealing with Changes: Changes in organizations are becoming more complicated. Experts find it tough to handle mergers, new technology, money allocation, and workforce management. 6. Developing Leaders: Developing leaders at all levels is vital for a company's success in the present and future. 7. Engaging Learners: Encouraging employees to make learning a priority and actively participate in training is hard and might continue to be a challenge without clear priorities and accountability. 8. Consistent Training: Conflict management is a crucial skill that everyone, even experienced employees, needs to manage well. Many team members face conflicts at work. Chapter: 05 Recommendation & Conclusion 5.1 Recommendations ? Better Training: Ensure that the training provided is relevant to each employee's role and focuses on improving their skills, rather than just what they already know. ? Support Learning Environment: Create an environment where employees are encouraged to learn and grow. Offer perks like extra pay, support from management, and resources for training. Regularly check in on how the training is going, and make professional development a part of performance reviews. ? Employee Input: Involve employees in the training process by asking for their ideas and goals. People are more motivated when they have a say in what they learn. ? Customized Group Training: Tailor training programs to fit each employee's job. This helps them do better in their daily tasks. ? Conflict Resolution Skills: Train employees in resolving conflicts, negotiation, and mediation. Understanding and handling workplace conflicts is important. ? Align Company and Employee Goals: Make sure the company's needs match up with what individual employees want. This makes training more engaging and motivating. ? Educational Opportunities: Offer educational opportunities that match what employees need. Give [feedback in real-time](#) to improve [training and performance](#). 5.2 Conclusion In conclusion, this research report is quite understandable, even for those with basic technical knowledge. We collected data through interviews and questionnaires and provided [detailed explanations and recommendations.](#) [Belkuchi Knitting & Dyeing Ltd. is](#) a well-established manufacturing company in Bangladesh. They've earned a good reputation by meeting their customers' needs. Foreign investments have also boosted the local economy. To grow, the company knows it must invest in its people. They value their employees and put effort into hiring the right ones. A company's growth depends on the growth of its staff, so they provide the necessary resources for their development. They aim to integrate business practices with ethics and social responsibility. The selection process is crucial for successful recruitment. To ensure success, they continuously seek new growth strategies. It's time to take actions that will ensure Pacific Jeans Limited's long-term success. References: [Latham, G. P. \(1988\). Human resource training and development. Annual review of psychology, 39\(1\), 545-582.](#) [Lee, C. H., & Bruvold, N. T. \(2003\). Creating value for employees: investment in employee development. The International Journal of Human Resource Management, 14\(6\), 981-](#)

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Salary sheets checking ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University ©Daffodil International University 1 ©Daffodil International University 2 ©Daffodil International University 3 ©Daffodil International University 4 ©Daffodil International University 5 ©Daffodil International University 6 ©Daffodil International University 7 ©Daffodil International University 9 ©Daffodil International University 10 ©Daffodil International University 11 ©Daffodil International University 12 ©Daffodil International University 13 ©Daffodil International University 14 ©Daffodil International University 15 ©Daffodil International University 16 ©Daffodil International University 17