



Daffodil
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“Training and Development Process of Amtranet Group”

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Letter of Transmittal

26 October 2019
Gouranga Chandra Debnath
Associate Professor & Head
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Subject: Submission of Internship Report on **“Training and Development Process of Amtranet Group”**

Dear Sir,

With due respect, I would like to inform you that it is a matter of great regret for me to present the internship report titled "Training and Development process of Amtranet Group." By organizing this report discover on the whole training and development process of Amtranet Group. It was not easy for me without your proper direction and best support to complete my report.

I would be extremely grateful if you are kindly to receive the report & give your precious judgment. It would be my huge success if you discover my report informative.

Sincerely Yours,

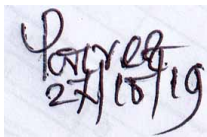
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Student's Declaration

I declare that the Internship Report on “Training and Development process of Amtranet Group”. Embodies the result of my own research works, pursued under the supervision of Gouranga Chandra Debnath, Daffodil International University (Department of Business Administration).

The work I have presented does not violate any existing copyright and no portion of this report is copied from any work done earlier for a degree or otherwise.

I further undertake to indemnify the damage arising from a breach of the foregoing obligations.



.....

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MBA Program

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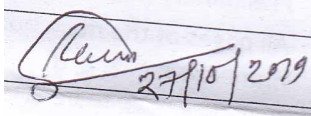
Faculty of Business and Entrepreneurship

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Letter of Acceptance

The Internship report titled “Training and Development Process of Amtranet Group” has been submitted to the partial fulfilment of the requirements for the degree of Master of Business Administration (MBA), major in Human Resource Management on 26 October 2019 by M. S. Parves, ID: 173-14-2535, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University under my supervision. The report has been approved for presentation.

I wish him very successful in life.

A handwritten signature in black ink, followed by the date '27/10/2019' written in a similar style. The signature is written over a horizontal line.

.....
Gouranga Chandra Debnath
Associate Professor & Head
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Acknowledgement

Firstly, I would like to express my gratefulness to the Almighty Allah for enabling me to complete this report successfully.

For most, it gives me immense pleasure to express my sincerest gratitude and sense of my most honorable Advisor supervisor Gouranga Chandra Debnath, Associate Professor & Head, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University for given that important guiding principle in get ready the report. I am extremely thankful to him for his direction for the period of the internship. It was not easy for me to finished my report without your direction and support. Also, articulate my heartiest appreciation to Mst. Saesta Bagum (Human Resource Department) Amtranet Group, who provide essential information, necessary assistance, Valuable suggestion and advice through his long working experience and intellectual effort to prepare this report.

Finally, I am grateful to everybody for their cooperation, resistance and duty towards this project.

Executive Summary

Training and development are considered as an essential tool to create a different skilled field. A person with no skills is impossible to survive in the present world of competition. Now everywhere in the business world is changing and increasing challenges. To face these challenges training and development are needed. Providing a valuable training program human resource management is helpful in making the unskilled people skilled. How to perfectly this organization designs its training and development program for their employees, this report will show this completely.

Here methodology displays the data collection and also present HR practices and policies in Amtranet Group. Demonstrate the perform of the training process and objective of the training program in the training and development process part as well as which resources use in the training program. The survey result is shown in the data analysis part. Discovering some issue in the training and development program and recommendation those issues to improve here respectively in findings & recommendations part. Now conclusion part it provides on the way into the organizational inside training procedure and how to get better for a further beneficial outcome. Every one of the areas gives essential information about the organizational training and development process.

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Chapter-1

Introduction

1.1 Introduction

After Bangladesh's independence, the country was known for penalties and natural disasters. People told us inseparable baskets. We were one of the poorest countries in the world. But now we are wondering for the developing country. However, farming is the largest sector of our economy, but the garment sector is the largest source of foreign exchange. This is the backbone of our economy. Now we can boast of our tag "Made in Bangladesh"

The garment industry began its journey in the early 1980s. Currently more than 5500 factories are active in the sector. RMG accounts for 82% of the total export collection. The main reason for this sector's rapid growth is the availability of cheap labor. The sector is related to more than 4 billion labor. However, the interesting thing is that 86% of women are importing about 16 billion pesos of readymade garments from Bangladesh every year. Each leading global brand provides "Made in Bangladesh" products for the quality and efficiency of our products.

The readymade garments industry can fall into two categories, the first is the woven category and the second is the knit category. The woven garments is usually made of shirts, pants and trousers. Knitwear, on the other hand, produces T-shirts, polo T-shirts, lingerie, socks and sweaters. Knitwear contributes more to export earnings. However, the production of knitted items is increasing rapidly.

According to the data of Bangladesh Garments Manufactures and Exporters association (BGMEA) at present 41% of RMG exports earning comes from knit items. According to the Export Promotion Bureau (EPB) total export earnings from RMG sector in 2019 was \$30.63 billion which is 1.53% higher than the total target of \$31.17 billion for 2019. In this amount, total performance of knit item is \$15.19 billion and woven item is \$15.44 billion.

An internship degree is an important part of our higher education life. At Internship, we gain real-life experience of how a business organization conducts their business operations in this competitive market. To finish my internship, I joined Amtranet Group in Tongi, Gongipur, an export-oriented garment manufacturing company. In this report, I have tried my level best to explain the various activities undertaken by the exceptional training and development department run by the Amtranet Group.

1.2 Background of the Study

With this report, one can expect to gain a better understanding and understanding of the various operational activities carried out by the Amtranet Group, except in the case of Training and Development Department. From the last 3 months of the operation of the Amtranet Group, everything is tried to be included in the specific form. This report should be used for academic purposes only. I have collected all the necessary and relevant data from various primary, secondary sources. After 3 months of hard work, it has become possible for me to make the report comprehensive and significant. Data is truthfully and accurately disclosed and no one may use its components in whole or in part. I would like to thank everyone who assisted and encouraged me in the process of producing this report.

1.3 Scope of the Study

This internship program provided me with a wealth of practical experience and knowledge about various fields of Garments. This report may not contain all information related to Human Resources of Amtranet Group. Through primary and secondary research it is only agreed with information regarding training and development process. To build my career in the organizational sector, it also enriched my contacts also helped me a lot of knowledge about this sector.

1.4 Objective of the Study

The objectives of the study are as follows;

- ✚ To understand the overall training and development process of Amtranet Group.
- ✚ To analyse the different methods of training and development of Amtranet Group.
- ✚ To identify the effectiveness of training and development method of Amtranet Group.
- ✚ To find out the problems in the training and development area of Amtranet Group.
- ✚ To make some recommendations on the basis of problems.

1.5 Methodology of the Study

Here the methodology part, have gathered the associated information equally from primary & secondary sources. Although usually, rely on secondary information which gets from the website of Amtranet Group & additional sources. Finally, to prepare this report the officers of Amtranet Group also assist me in collecting information wherever it was necessary.

1.5.1 Primary Data: As for primary part used to assemble data by taken discussion from the manager and other employees of Amtranet Group. As well as my personal experience, inspection and with a slight interactive session help to make this report.

1.5.2 Secondary Data: For secondary data collection, first of all use the Amtranet Group website, annual reports also training & development related journal and academic books, daily newspaper as well as a lot of research reports linked to the training course on Amtranet Group

1.5.3 Sample Size: The survey questions included 10 questions and 8 respondents. The mark people were the employees of the Amtranet Group. I have fulfilled an engaged gathering conversation by them for qualitative examine. To guarantee solid data they were the real source for gathering information. I give questions and talked about them about the numerous parts of the training program to obtain the thought regarding their training system.

1.6 Limitations of the Study

Creating a good report requires a great deal of information and experience. Limitations to complete and complete the report include;

- Due to business secrecy and confidentiality, some information will be held back.
- Time constraint is a major issue.
- Topic associated journal, reports, books were not properly available in online.
- Employees are not willing to uncover confidential information.
- Limited entrance to the Amtranet Group training and development website.

Chapter-2

Overview of Amtranet Group

Overview of Amtranet Group

Amtranet Group began its journey in 1991, with a single garment manufacturing unit. As a result of our dedication and increased customer satisfaction in late 2000, we have expanded to three more garment manufacturing units. To meet the unmet needs of our customers and enter the value added market by 20 2006 we have again established Garments Export Village Limited (GEVL). GEVL is a ten-storey building with 8 different manufacturing units - including Wrinkle Free Trousers Unit, Dress Shirt and Trousers Unit, Multi-gauge Jacquard Unit, In-House Washing, Printing, Embroidery Unit and Other Supporting Units .

In addition to large production facilities and long lasting experience, our strengths also depend on the members of our highly skilled human capital professional operating team, quality control team, experience and young entrepreneurial merchandising team. Furthermore our factories are equipped with world-class brand machinery. We are currently in the process of launching our fourth largest factory in the state of our industry's LED Certified Green Building. Together with our ongoing green initiative, we are installing a Biological ETP (Effective Treatment Plant) to reduce our carbon and waste footprint.

The story of the success of the Amtranet group came back when we started with a single garment unit in the year 1991. As a result of our dedication and increasing customer satisfaction towards the end of 2000, we have gradually expanded with three (three) garment manufacturing units. During this time we also set up an accessory + carton production unit to strengthen our backward linkage support.

To meet the unmet needs of our customers and to enter the value added market by the year 2006 we have expanded again and set up Garments Export Village Limited (GEVL). GEVL is a ten storey building consisting of 8 different manufacturing units including wrinkle free trousers unit, dress shirt and trousers unit, multi-gauge jacquard unit, in-house washing, printing, embroidered unit and other support units.

The total area of their work area is 41000 square feet. Their management, employees and staff are extremely dedicated and they feel very passionate about their responsibilities. They have a very large team of 64 management and correctional employees with 3200 employees.

2.1 Mission, Vision and values of Amtranet group

Mission

Ensure 100% buyer satisfaction by receiving advice on efficient operation by adopting the best quality products.

Vision

To become one of the largest garments industry in Bangladesh to maintain the country's socio-economic progress and become one of the leading garments in South Asia.

2.2 Company Summary

- Company Name: Amtranet Group
- Number of total production line: 30
- Number of employee: 72
- Number of worker: 3100
- Working Floor area: 60000 Square Feet
- Major products: Woven Garments
- Lead Time: 90Days
- Average Production per month: 600000-700000 piece
- Maximum Capacity: 800000 Pieces

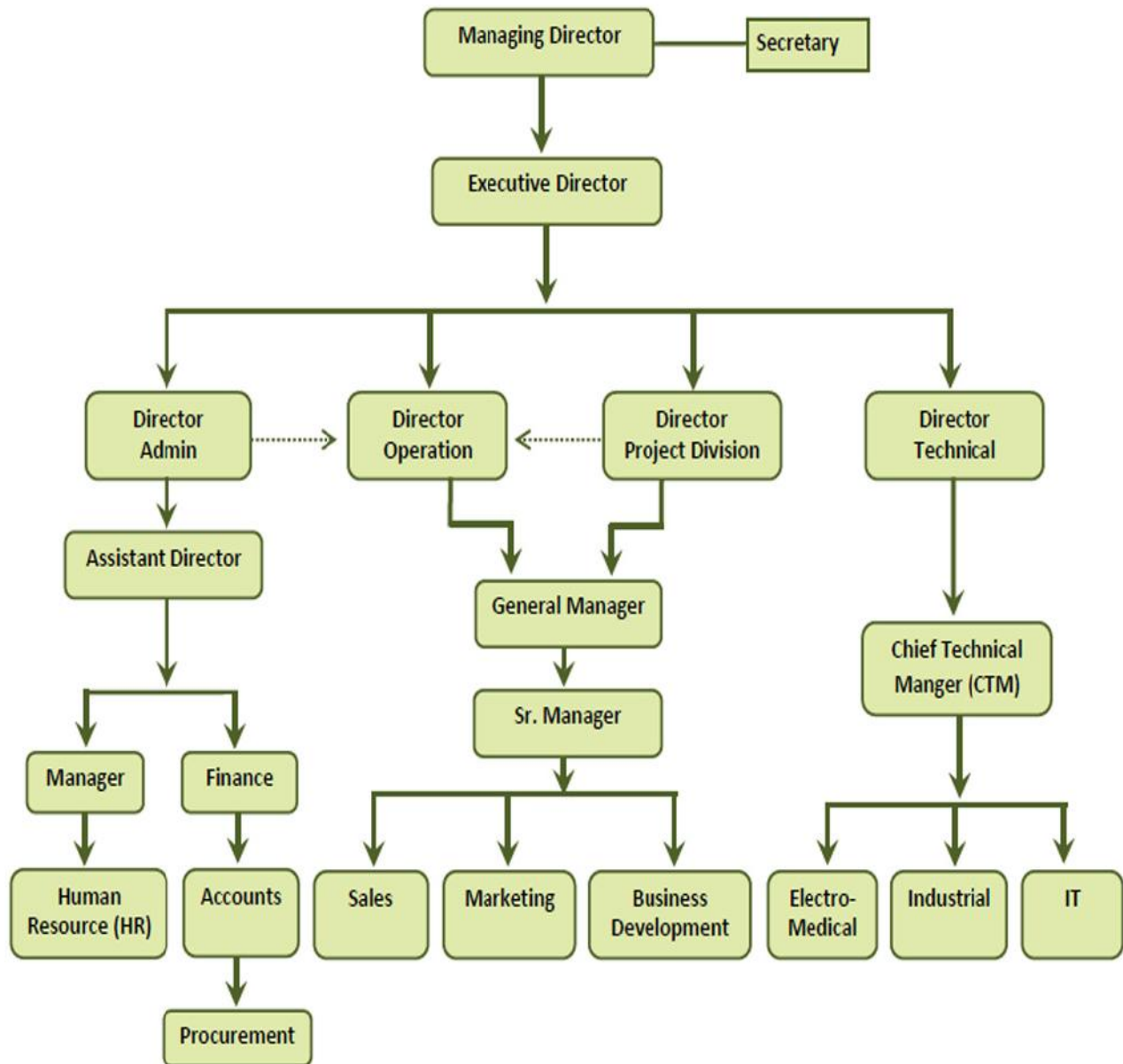
2.3 Capacity of Amtranet Group

Facilities	Capabilities	Capacity/Day	Machine
Knitting	All types of knit Fabrics	16000 KGs	Fukahara, Jung Lung
Dyeing	Dyeing	27000 Kgs	Thies, Sclavos
Cutting	Cutting	160000 Pcs	Gam, Spreader-Gerber
Sewing	121 Sewing Line	110000 Pcs	Juki, Brother
Embroidery	11 machine	27 Mill Stitches	Tajima-Japan
Washing	Any Wash Effects	26000 Pcs	Omi-Italy
Printing	Any Type Printing	1100000 Pcs	Alpha-8, Schenk-Spider

2.4 Cutting Capacity of Amtranet Group



2.5 Company Organogram



2.6 Different Departments of Amtranet Group

Amtranet Group Five Major Departments;

- Production Department
- Merchandiser Department
- Maintenance Department
- Accounts Department
- Human Resource Department

Production Department

The manufacturing division is the center of a garment factory. Responsibilities of the production department;

Production deviation is the function field that is responsible for turning inputs into complete outputs through a series of production processes. The production manager is responsible for supplying the raw materials and ensuring that the products are made efficiently.

Merchandiser Department

The merchandiser subordinates perform the following duties;

Analyzing sales statistics, customer feedback and market trends to estimate product demand. Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales. It is also important to keep an eye on quality assurance of the product.

Maintenance Department

Maintenance Department performs the following duties;

Maintenance workers, also known as repair personnel, fix and maintain mechanical materials, buildings and machines. These include plumbing work, painting and maintenance of painting floors, electrical repairs and maintenance of heating and air-conditioning systems.

Accounts Department

Account Department's Responsibilities;

Account splitting is responsible for recording and reporting cash flow transactions of this group. These departures have several key roles and responsibilities, including disposable accounts, payable accounts, payroll, financial reporting and financial control maintenance.

Human Resource Department

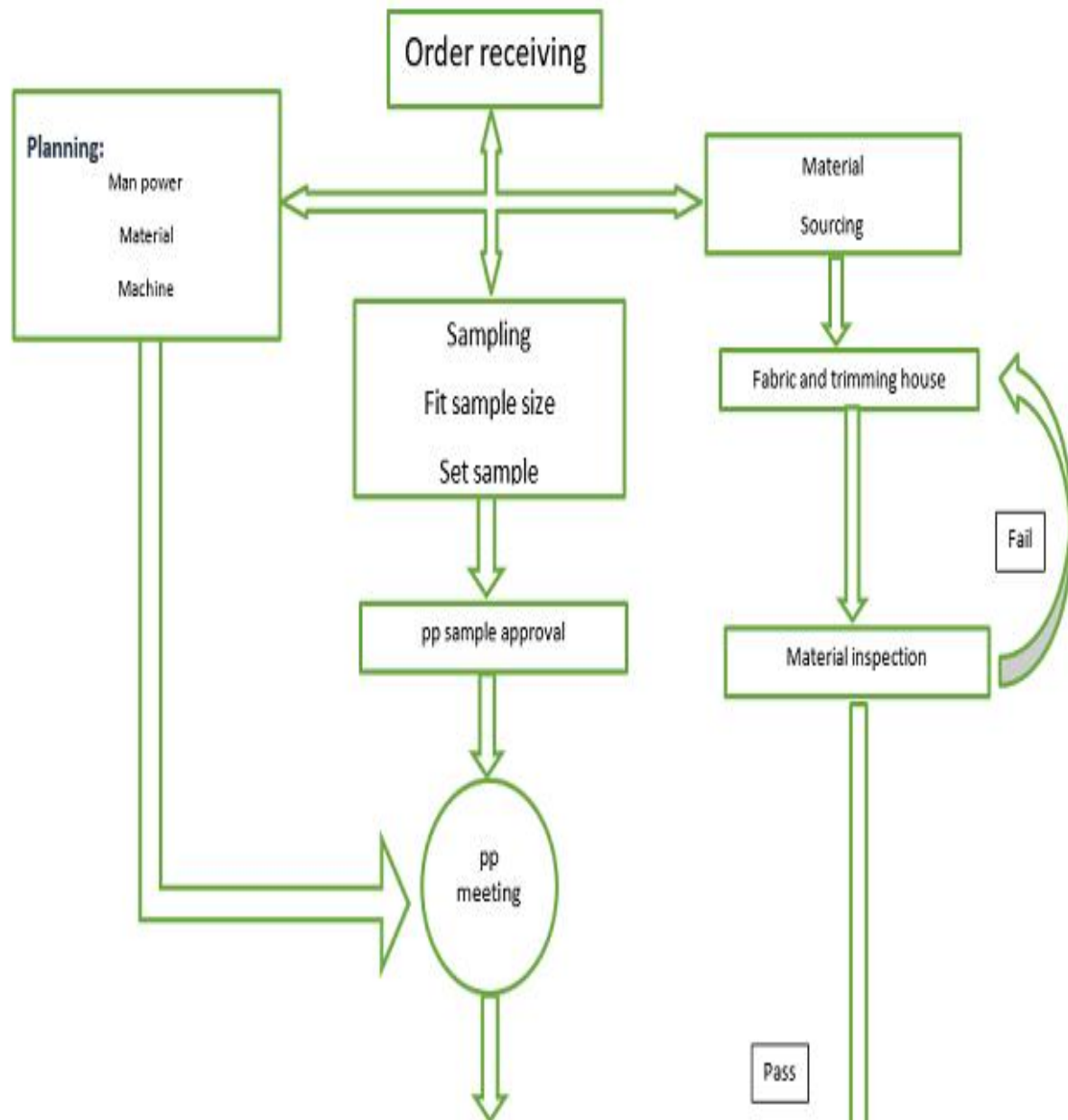
HR department duties;

- Ensure Compliance with Labor Laws
- Recruitments and Training
- Record keeping and Tax Compliance
- Payroll and Benefits
- Employer-Employee Relation

2.7 Company workers



2.8 Production Process



2.9 Business Ethics of Amtranet Group

Amtranet Group always follows the following ethics;

- Amtanet Group never permits child labor workouts under the age of 18 are forbidden in this organization.
- Authorities guarantee better working versions for both employees and workers in order to maintain labor law properly.
- Any escape based on race, religion, region or political opinion is strictly forbidden in this organization. The decision of the authorities is the final decision here. Authorities assume equal employment for recruitment, compensation and other benefits, training and development.

2.10 SWOT Analysis

Strength

- The production unit of the Amtranet Group is built on their own land. As a result, they do not need to pay big bucks for their activities like some of their counterparts. As a result, their assigned costs are very low and can generate higher profits per unit than other competitors.
- Amtranet Group's monetary compensation and benefits policy helps reduce employee and worker turnover rates. Every employee and worker is very concerned about their responsibilities and duty that their work has brought to the skill.
- Parts of the Amtranet Group are very good in quality. Amtranet Group always uses the best quality machinery to produce them. They always use German , Thailand and Japanese made machinery for the best performance.

Weakness

- Each garment uses the seafront to ship their goods. Most garments companies use Chittagong port for their shipment. The production line of the Amtranet Group is located in Dhaka. After the production, when the orders are sent by road to Chittagong port, the company has some additional costs. Next to this, the communication facilities in Tongi, Gazipur area are very good.

- The Amtranet Group Stool uses the traditional manual system to produce them. It needs more time to complete an order.

Opportunity

- The recent trade war between the United States and China may be a blessing for Bangladesh's RMG sector. US clothing brands have begun to import from other countries. So the RMG sector is expecting more orders than ever before.
- Govt. of Bangladesh has been set the target of \$50 billion export earnings from RMG sectors by 2021. To meet this challenge, the government is offering various opportunities and incentives for investors in the RMG sector. This can be a great opportunity for the Amtranet group.
- Every year the BGMEA authorities organize various trade fairs to attract foreign clients and international buyers.

Threats

- Cheap labor costs were the most attractive feature for our country's RMG sectors. However, over time, labor costs are increasing steadily. Recently, the government has again adjusted the minimum wage rate for garment workers. As a result, labor costs will rise and profit margins will be lower than before.
- Still, the RMG sector is the most attractive sector for our domestic investors. Investment is slowly increasing over time, with new investors and companies joining the sector. Many foreign companies are also investing in the RMG sector to capture the benefits of EPZ. As a result, competition is increasing day by day.
- After the Rana Plaza incident, foreign buyers are becoming very serious on the issue of compliance.

Chapter-3

Theoretical Aspects

3.1 Human Resource

Human resources are the people who make up the workforce of an organization, business sector, or economy. A human-resources department (HR office) of an association performs human asset the board, administering different parts of the business, for example, consistency with labor law and business benchmarks, organization of worker advantages, and a few parts of the recruitment.

3.2 Human Resource Management

Human Resource Management (HRM) is the key way to deal with the powerful administration of individuals in an organization or company to such an extent that they help their business gain an upper hand. It is intended to make better representative execution in the administration of a business' key targets. Human resource management is fundamentally concerned about the administration of individuals inside associations, concentrating on strategies and frameworks.



Figure: Human Resource Management Functions

3.3 Objective of Human Resource

Societal Objectives: To be morally and socially capable to the necessities and difficulties of the while limiting the negative effect of such requests upon the association. The dissatisfaction of associations in the direction of utilizing their resources for the general public's advantage in right ways may prompt limitations.

Organizational objectives: To perceive the job of HRM in achieving authoritative viability. HRM isn't the last part in itself. It's presently a technique to assist the organization by way of its vital goals. Basically articulated, the office exists to serve up the rest of the organization.

Functional Objectives: To carry on the office's obligation at a stage proper to the organization's desires. Assets are squandered when HRM is either pretty much advanced to suit the organization's interest. The office's degree of management is required to be customized to fit the organization it serves.

Personal objectives: To assist the worker in accomplishing their own objectives, at any rate to the extent that these objectives improve the person's obligation to the association. Individual goals of representatives must be met if laborers are to be kept up, held and propelled. Something else, representative execution and fulfillment may decay and workers may leave the association.

3.4 The Recruitment and Selection Process

Recruitment and Selection process is defined as the procedure through which the best people are chosen among a pool of candidates for specific places of employment. In the selection process, the HR manager really attempts to coordinate information, aptitudes and capacities of the candidates with the necessities of the jobs.

The recruitment policy of Amtranet Group is now totally controlled by export-oriented garment manufacturing company lead by BGMEA. The educational requirement for all post is minimum Four year Honors/Masters degree from any Govt. approved university with at least 1(one) first division/class. No Third division/class in any examination is allowed.

Now for the selection process candidates are selected from huge applicants for firstly take 100 marks Mcq exam and who passed the Mcq exam then sit for 200 marks written exam. After effectively exceed the written test candidates find the chance for the viva voice exam in Amtranet Group Authority Finally right candidates are selected. All Mcq, Written and Viva voice exam is done and inspected by the BGMEA.

3.5 Training & Development

Training and development are most essential as well as important for each organization. Amtranet Group also provides the most needed training and development after recruiting and selecting its new recruits. They have seven training institutes. The Amtranet Group generally uses two types of methods for training programs.

1. On the job training
2. Off the job training.

Basically use those methods to make all employees more productive and modern with current technology.

3.6 Performance Appraisal

Performance appraisal is a general review of an employee's work performance and the overall contribution of an organization. Efficiency, growth or scarcity of an employee by performance evaluation and overall achievement.

The Amtranet Group also conducts annual evaluations of all activities of their employees. Training, promotion, transfer, release of all employees is based on their evaluation.

3.7 Benefit Policy

Amtranet Group provides a brilliant benefits package to all their employees to motivate employees to work hard. Also, Amtranet Group gives yearly leave, sick leave, maternity & emergency leave two periods in the working life. To setting pay rates for the employee, Amtranet Group take the government's structure of Bangladesh.

3.8 General Pension Fund Scheme (GPF)

Amtranet Group gives pension idea. The bank gives General Provident Fund (GPF) in which employees chose advantages are moreover contributing 5%-25% as indicated by their desire to GPF which is in like manner work by a comparable Trustee Board as CPF. Amtranet Group does not contribute any total beside the laborers to GPF. The laborers, likewise, acknowledge a 13% rate of enthusiasm on the reserve of GPF aggregate.

Chapter-4

Training and Development Process of Amtranet Group

4.1 Training and Development

Training and development are one of the key HR functions. Most organizations look at training and development as a necessary piece of the human resource development activity. The turn of the century has seen an expanded spotlight on the equivalent in organizations worldwide. Numerous organizations have mandated training hours of the year for employees keeping in thought the way that innovation is deskillling the representatives at an extremely quick rate.

Training

In the current business situation, we can believe regular changes in the business environment mainly in technology. Organizations require to set such changes for their effectiveness. Organizational effectiveness relies on employees efficiency at huge. So as to run the Organization with new technology, its employees ought to be ready. The organization wants to appoint employees from various background. Training can be on the job and off the job on the basis of whether employees get knowledge at the workplace or out of it.

Development

Development is a procedure that builds development, advance, positive change or the growth of physical, monetary, natural, social and statistic segments. The motivation behind the development is an ascent in the level and own pleasure and the creation or extension of neighborhood local pay and work openings, without harming the assets of the earth. Advancement is obvious and valuable, not really promptly, and integrate a part of value change and the making of conditions for a continuation of that change.

4.2 Training and Development Importance

It greatly affects the organization to drive organization accomplishment. To have constant advancement, the organization should prepare and build up all of the employees. If the organization does not prepare their employees, they might not get by in up the difficult circumstance wherever rivalry is getting harder. Significance of the training and development are here;

- Training & development assist in improving employee performance, which ultimately improves the organizational figure.
- Obtaining innovative ability and keep up current ability as a result employee can adjust the new difficult situation.
- Boost organizational productivity.
- Increasing organizational expansion.

4.3 Training and Development Process

At the point when definite performance is less than predictable performance, then training is must be required. To be well-known with progressively regarding the training procedure, we will utilize the ADDIE model where five stages depict the whole preparing projects. Five stages are given below;

- i. Analyze
- ii. Design
- iii. Develop
- iv. Implementation
- v. Evaluation

i. Analyze

Analyze step is for normally compare the beloved future performance with existing performance and find out the gap between them.

Two types of gap here;

- 1) Present performance gap
- 2) Future performance gap

Present performance gap is as like now difficulty face and fixes quick turn around. On the other hand. Future performance gap is like a problem will face the in future but need to identify the way to get better in the future.

ii. Design

Input will be the output of the analyze stage at the moment for the design step. Helps to discover the break. As per express the aim of the training, this one is the best step also determines the training objective.

iii. Develop

Training programs are planned to make out training resources as lectures, slides so that genuine training resources can be build up. It applies the output of the design step as input.

iv. Implementation

Training implementation is setting up the training with a preferred outcome and pre-planned method. This one is mainly a major complex step of the training plan if anything does not work can reason the fail of the program.

v. Evaluation

Evaluation is the final stage of preparing the training and development process. The evaluation process is two types;

- 1) Process evaluation
- 2) Effect evaluation

The process evaluation will evaluate the training process and all finished following the training preparation. Now this effect evaluation and it will demonstrate the actual advantage of the training program occurrence. It can be completed through feedback.

4.4 Training and Development Materials

There are a few techniques apply in the training & developing a plan so it can be useful for the employees of the organization. Here are some technique;

- i. Role-Playing
- ii. Case Studies
- iii. Lectures and Demonstrations

i) Role-Playing

Role-playing is an active participant tool that makes possible cooperative learning. The participant is set a role-play for an exacting position wherever the determination talks with others. Step by step directions to deal with a cruel client and make it a more useful agreement.

ii) Case Studies

Normally represent the real-life case and discover the problems and find out the perfect solution for those cases. It agrees to employees to inspect additional to discover out extra information about the issue.

iii) Lectures and Demonstrations

It is one of the oldest ways and their instructor presents the content in an ample system and trainer give details the subject and be expecting the trainee to take part in the discussion to be trained additional about the area by means of a few techniques.

4.5 Training and Development Practice in Amtranet Group

Training and development have a huge significance in each organization, while its role is additionally complicated than others. They also a focal point on the training and development procedure for the development of skills, knowledge and abilities of employees. Their main focal point is to boost the employee's skills and employees development. Amtranet Group administration paying attention additional on the upcoming and educating the administrative employees somewhat than a spotlight on individual performance upgrading.

4.5.1 Model of ADDIE used in Amtranet Group

The ADDIE model is the standard procedure traditionally apply by instructional designers and training developers. The five phases;

- i. Analysis phase
- ii. Design phase
- iii. Development phase
- iv. Implementation phase
- v. Evaluation phase

i) Analysis Phase

Analysis Phase is the best method to measure why the definite performance of a person is fewer than the desired performance. Amtranet Group normally recruit employees from a different educational background and here all of them not skilled in every sector. Another term is new recruits are faced difficulties in practical life. Finally, training needs analysis is to discover the less knowledge in an exacting field of employees.

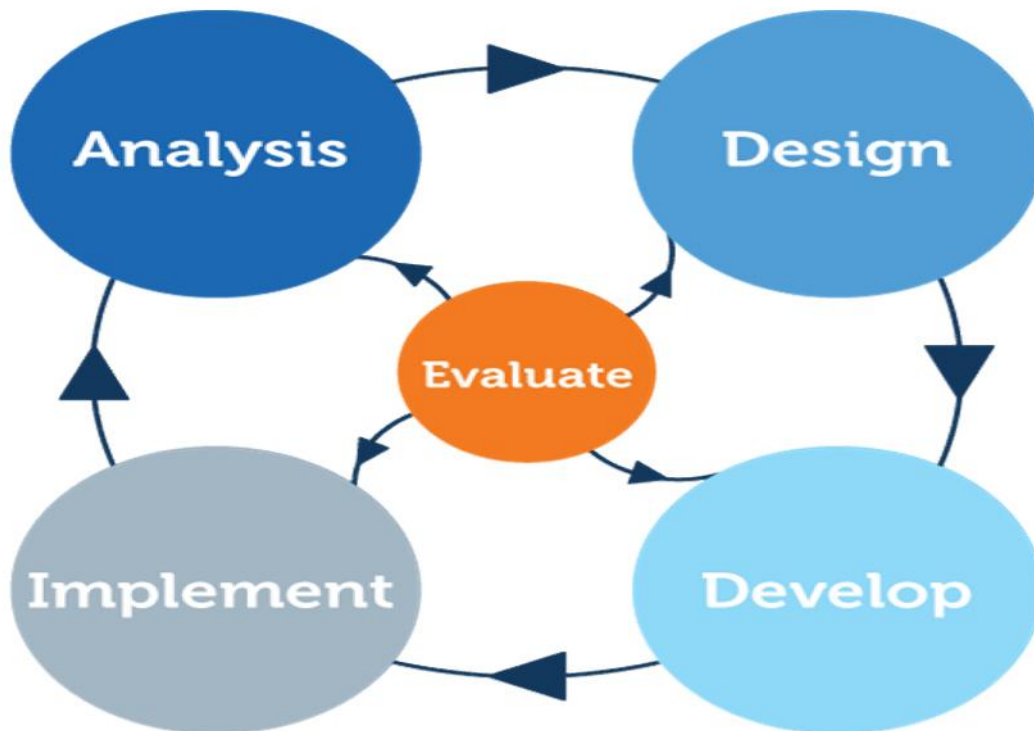


Figure: ADDIE Model Process

ii) Design Phase

Here Amtranet Group explains the training purpose, which describes what sort of training would be an offer to the employees.

- Trainers- internal and external trainers.
- Trainees- new employees.
- Classroom seating arrangement.
- Materials- slides, hand note, books etc.

iii) Development phase

In this step, Amtranet Group make sure the good learning environment and for this, they provide room, furniture set up and other related types of equipment. They ready to offer theatre style or classroom style seating arrangement to make the learning process more and more effective. Amtranet Group has huge seating capacity for their all employees and all controlled by the trainer.

iv) Implementation phase

Finishing all three phases (analyze, design, develop), now need to check these things have any usefulness or not. For efficient implementation first-class trainer and physical set up of the training program needs. All of their employee's performance help this bank operating country 2nd largest public bank as well as 4 overseas branches. Now, this must say that offering training was successful.

v) Evaluation Phase

Finally, the last phase is evaluation. In this process normally evaluated the performance of employee's. Actually, the training program is really benefits or not. Top-level of management evaluation frequently and give feedback. Amtranet group evaluated their employee's performance and if found any shortage then send them to a training and development program. Employees performance evaluation by inspection as based on their handling the position with customers.

4.5.2 On the Job Training

On the job training is a procedure wherein the employees are given direct instructions to carry out their jobs on the actual work floor. All rules and working methods are guided here. On the job training Amtranet group apply few methods(internship, job rotation).By make employees productive in short time in just stay in the organization, Amtranet Group used these methods.

Job Rotation : A lot of other jobs in a variety of section in the organization have and this method helps every employee to know about this. By making the employee more adjustable, usually Amtranet Group use this method.

Internship : This is another short time training procedure which is set by the organization. This training program is not paid. How to perform a job more faultlessly to learn this process, all employees are given a manager.

4.5.3 Off the Job Training

Off-the-Job training is the training technique wherein the employees become skilled at their job roles away as of the actual work floor. Amtranet Group use many ways to perform off the job training.

Classroom training - In this method, by using TV videos, slides presentation a huge amount of employees be able to train and build up their skills. Normally, apply this method for fresh recruits employees as they have no idea about this subject.

Behavioral model - This model is advantageous for Amtranet Group as because it helps to build up a new behavior. For every employee, it is most helpful.

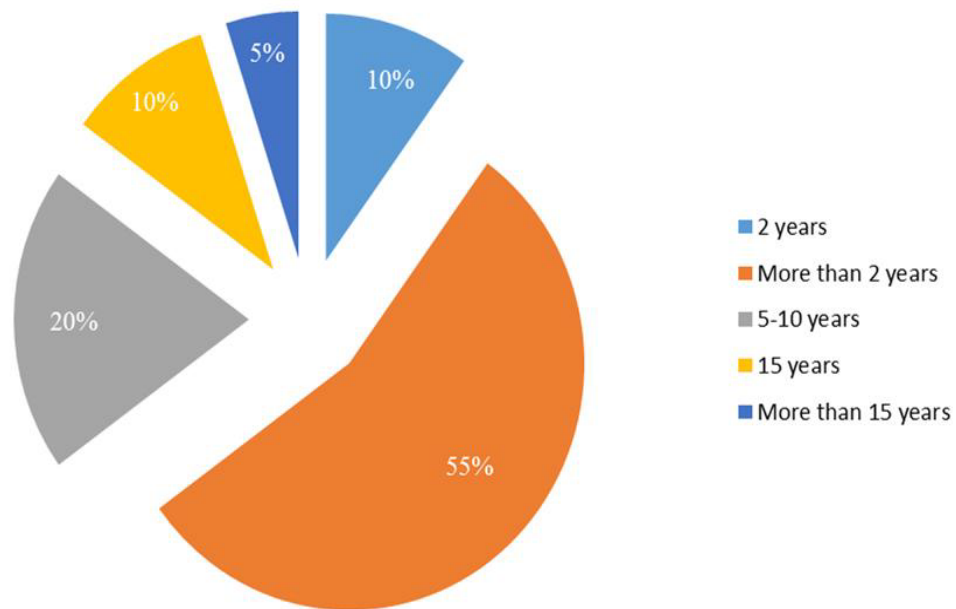
Case study - Case study is now a perfect way to find out problems and as well as solutions of a real-life condition. By increasing skills of judgment making here, Amtranet Group instructor provides this method for all employees.

Chapter-5

Data Analysis

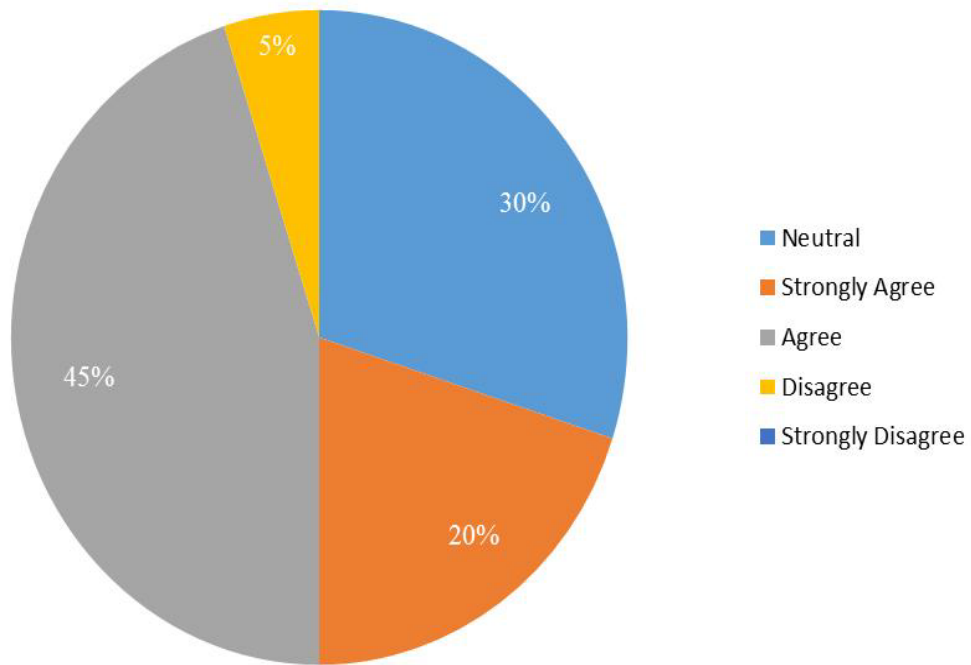
5.1 Analysis of Data

Question-1: You have been working for how long in Amtranet Group?



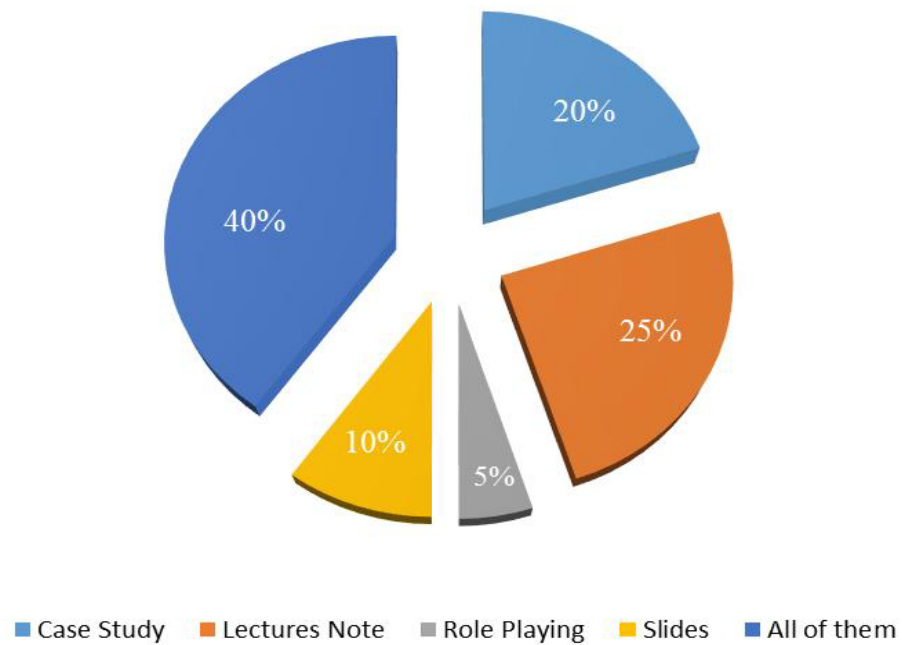
Here working for this organization more than 2 years is a greater part of the employees. Here for about 2 years is 10% and after that 10% was work for 15 years & an additional 20% are employment here for 5-10 years. More than 15 years is 5%.

Question-2: Does your Garments offer high-quality training methods & environment facilities during training?



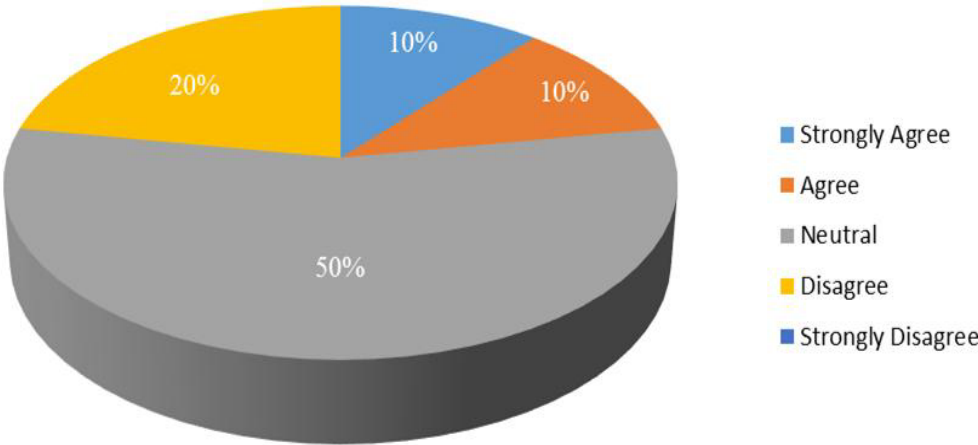
About 45% says they fully have the same opinion that in the training institution, they found a good training environment and strongly agrees is 20% and 30% say the environment was neutral. But 5% say Disagree.

Question-3: During the training session, which types of equipment and technique used?



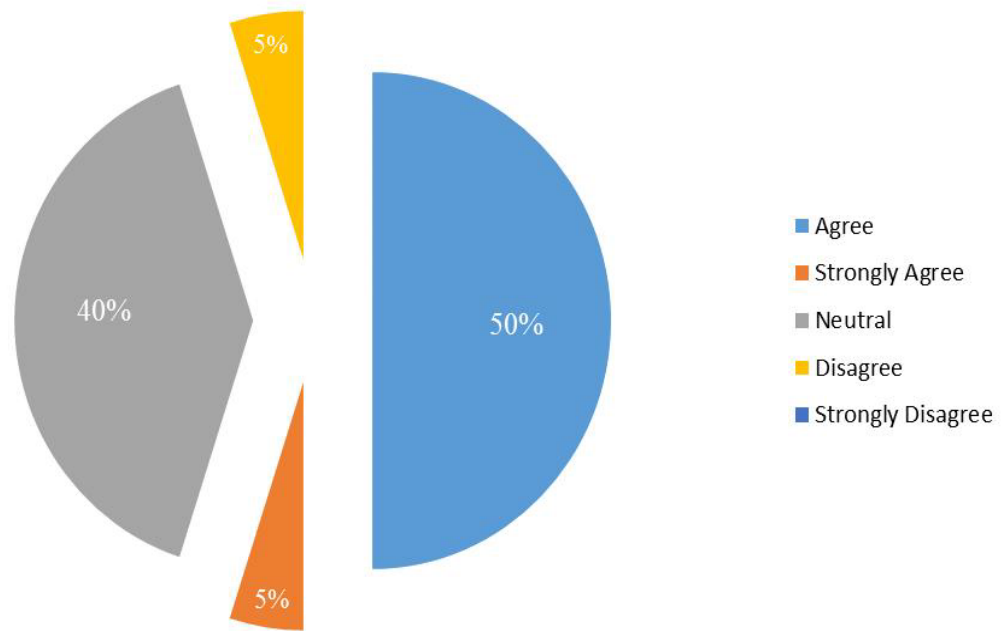
All of the employees have different opinions, but approximately 40% of employees say the organization uses all the equipment and technique.

Question-4: In the training session, the training topic was illustrated by the trainer?



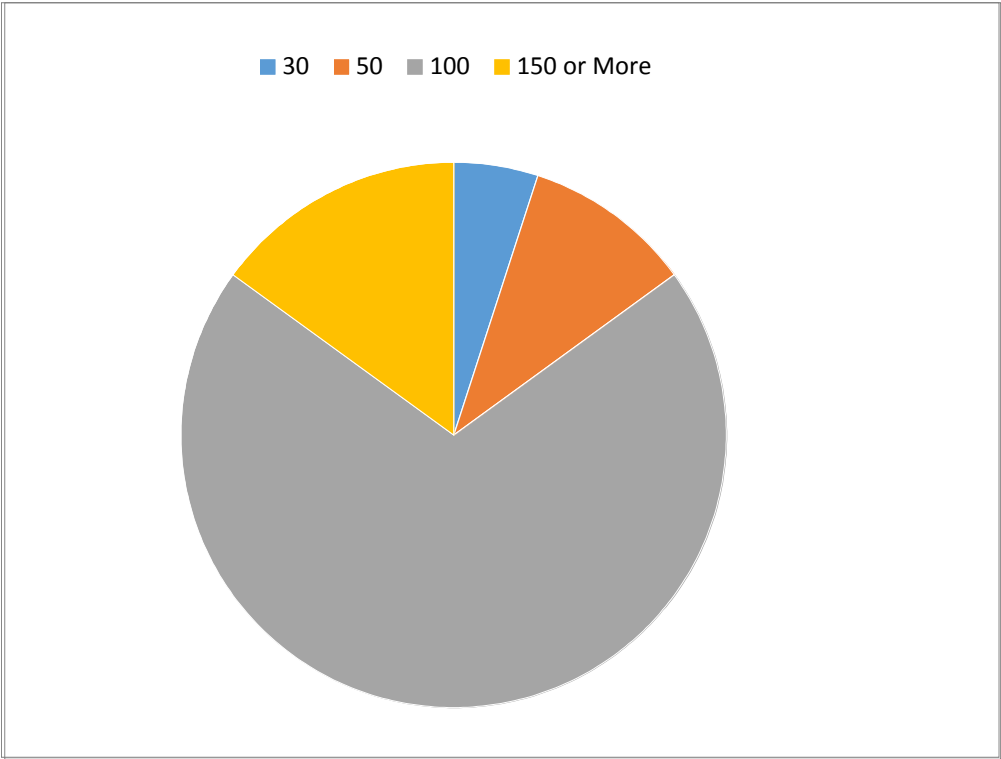
Around 50% were neutral and 20% says illustration level was bad and rest 30% provide mix opinion.

Question-5: To achieve the organizational goal, do you think that the training program is effective?



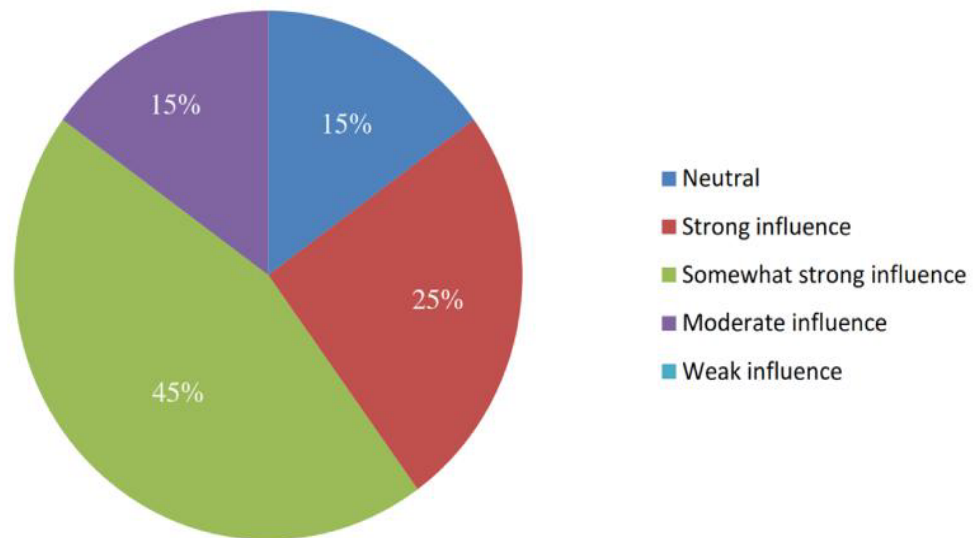
50% of employees said it helps to reach organizational goal & 40% was neutral. But rest 10% have mix opinion.

Question-6: How numerous employees will attend the training meeting?



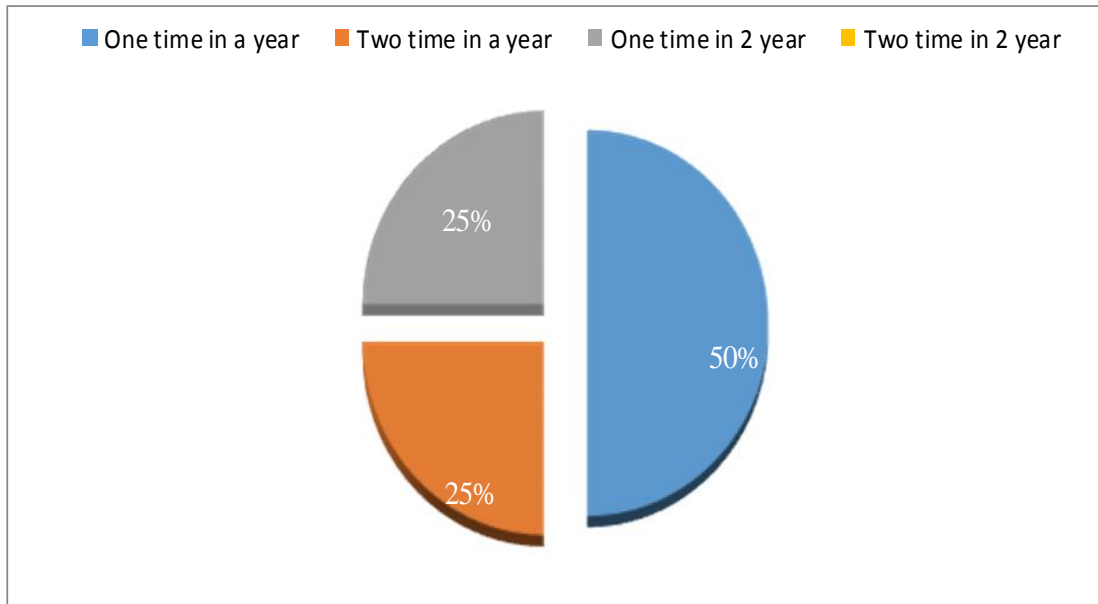
As using a classroom training plan, they have space for 100 employees. Here 70% consent on it. 15% says there be supposed to be 150 or more employee in training. Other 15% say 30 to 50 arrangements.

Question-7: Is there any influence for training & development on employee's overall performance?



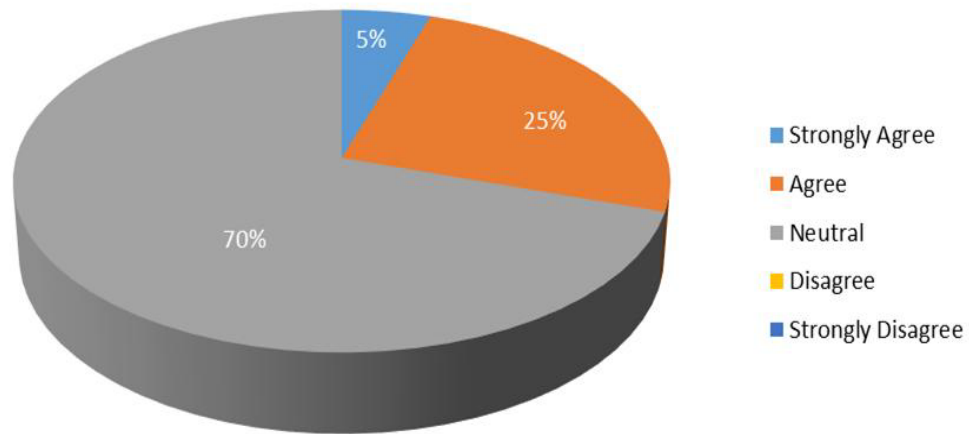
Training has a superior influence as the greater part (45%) says it has a somewhat strong influence. 15% is neutral & 25% strong influence on performance and 15% says moderate influence.

Question-8: For training program, you have been sent for how many times?



Training is the most important and essential part of every organizational progress. So that they send their employees when it is needed. Mainly here 50% write that they have been sent just the one time in a year.

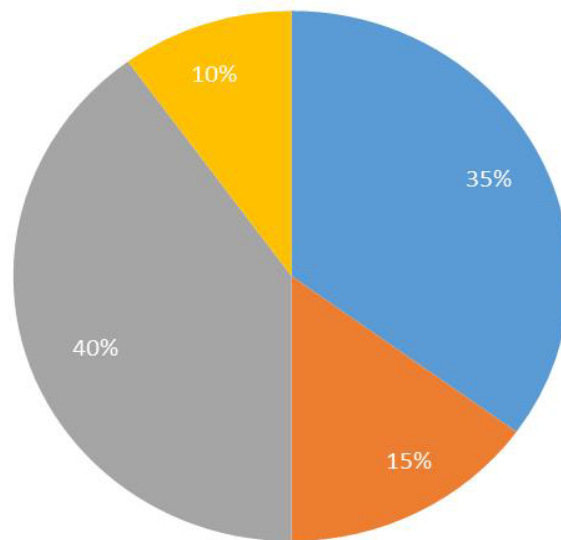
Question-9: Do you agree that trainer reply right away to the trainee?



Most of employees reaction around 70% say instruction response was neutral and 25% agreed on it however 5% strongly agreed.

Question-10: The point in the time frame of the training and development way is suitable enough?

■ Neutral ■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree



At the opening 40% of employees think that the point in the time frame way was suitable for the training program, whereas others have a different estimation.

Chapter-6

Findings, Recommendations & Conculation

6.1 Findings

This study is focused on the training and development program of Amtranet Group. All thing has two sides good or bad. I got equally the good and bad side of the training and development process when I started to do research for this paper. These are;

- ✓ Firstly, the training and development method isn't very much planned. Normally don't apply any prearranged way of the training process.
- ✓ Lacks of communication among participant is common in-classroom training. Also, participants sit on the last bench as they have problem with instructors.
- ✓ Reason of insufficiency in interpersonal skills is Supervisors and other managers of different have an interpersonal disagreement.
- ✓ They use the usual training and development procedure which is receiving back-dated today and output is going down.
- ✓ The training procedure is killing their precious moment some employee thinks so they are not proper attention in training time.
- ✓ Amtranet Group has problems in evaluating employee performance where good interaction people with the managers get excellent performance valuation but others don't get that chance.
- ✓ At last, Garments have well defined and structured training and development process for that reason their employees significantly provide more performance than the Amtranet Group.

6.2 Recommendations

To progress the lacking found in the study normally recommendations are provided as well as smoothly operate the organization training process. These are;

- ✓ As a matter of first importance, attempt to watch out what kinds of training methods are using in private garments and formulate a standard training plan.
- ✓ Keep maintaining good interpersonal communication, rather make conflicts between Managers and supervisor.
- ✓ The organization should spend additional attraction employees to connect the training program and think about an organizational target as their own.
- ✓ Training should be set for ethical behavior.
- ✓ For enhancing the performance of the employee, the organization must set better feedback and standard assessment policy.
- ✓ Organization should offer semi-circle training methods because classroom training is not effective.
- ✓ They must have to additional spotlight on technological training and employee should enhance their technical familiarity.

6.3 Conclusion

Employees are the heart of the organization and their improvement in performance is very important. In this competitive world, to look at the difficulties, talented, an all-around prepared and qualified individual is needed in each organization. For rising innovation and the utilization of innovation makes the business environment more and more complex.

However, Amtranet Group is a new and emerging band in the made garment industry, but it has already gained fame in both local and overseas markets. I am very fortunate to work with them. This was a great opportunity for me to master the real life business operations at Amtranet Group. The Amtranet Group never lives up to the quality of their products. They always use the latest technology. The Human Resources division of their Amtranet Group is well known. They are directing their workers in accordance with the industrial standards and labor laws of Bangladesh. If all things were going the same way now, I believe they would soon move from outgoing to adulthood.

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