



Internship Report

On

**An analysis of Training and Development Process of
AKM knit Wear Limited**

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Internship Report
On
An analysis of Training and Development Process of
AKM knit Wear Limited

Submitted to

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Letter of transmittal

22 June 2021

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Subject: Submission of Internship Report on “**An analysis of Training and Development Process of AKM knit Wear Limited**”

Dear Sir,

With due consideration, I regret to inform you that I am able to fully present the internship report titled " An analysis of Training and Development Process of AKM knit Wear Ltd." This report will help you to learn about Al-Muslim group's entire preparation and growth process. It was not easy for me to finish my report without your due guidance and assistance.

I would be immensely thankful if you could please accept the study and render your valuable verdict. It would be a big accomplishment for me if you found my article insightful.

Sincerely Yours,

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Letter of Authorization

This verifies that Swakshar Ghosh, ID: 173-11-509, is a Daffodil International University Regular Business Administration undergraduate. He completed his internship report for a Bachelor of Business Administration degree on "Training and growth process for the AKM knit Wear Limited" under my supervision. I propose that the evaluation committee Swakshar Ghosh send the study to the Department of Business Administration at Daffodil International University for defense. I wish him the best of wishes in future.

Signature

Md. Alamgir Hossan
Senior Lecturer
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Acknowledgement

First and foremost, I'd like to thank Almighty Allah for allowing me to successfully complete this paper. For the most part, it gives me great pleasure to express my heartfelt thanks and appreciation to my most honorable Advisor supervisor, Md. Alamgir Hossan, Senior Lecturer, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University, for providing the crucial guiding principle in preparing the paper. I am immensely grateful to him for his guidance during the internship. It was difficult for me to complete my report without your guidance and assistance. Also, express my heartfelt gratitude to Shuvo (Human Resource Department) Al Muslim group, who provided critical information, appropriate assistance, valuable suggestions, and advice through his extensive working experience and analytical commitment in preparing this paper.

Executive summary

Bangladesh's textile industry is the largest source of foreign exchange in the country. The supply of low-cost labor is the primary reason for this sector's rapid growth. More than 4 billion people are working in this industry. 86 percent of women import approximately 16 billion pesos worth of readymade garments from Bangladesh per year. An internship is a vital component of our university life. I have done my best to clarify the numerous tasks conducted by the AKM knit wear Limited's outstanding training and development department. The article is intended to improve your awareness of the different operating operations of AKM Knit Wear Limited, with the exception of the department of training and development. All is attempted to be included in the basic type during the last two months of the service of the AKM Knitwear Limited. This article can only be used in academia. From different primary secondary sources, I collected all required and applicable data. It has been able to make my study detailed and important after two months of hard work. The study was conducted by Al Muslim Group at AKM knit wear Ltd, an export-oriented clothing manufacturer, in Gedda, Ulail, Savar, Dhaka –1340. The study aims to satisfy the necessity of the internship program and the fulfilment of my BBA program by real-life experience. The purpose of the study is to observe how the use of human resources management was implemented in practice. The Al Muslim group's goods are never of high quality, but they use cutting-edge technologies. They are leading their employees in compliance with Bangladeshi industrial practices and labor rules. If it continued as it is now, I think they will quickly transition from adolescence to adulthood. This was a fantastic way for me to learn about real-world business practices at Al Muslims group. The company has already achieved popularity in both domestic and international markets. I consider myself very lucky to be able to collaborate with them. It's a young and evolving band in the made textile industry.

Table of Contents

S.N	Contents	Page
	LETTER OF TRANSMITTAL	II
	LETTER OF AUTHORIZATION	III
	ACKNOWLEDGEMENT	IV
	EXECUTIVE SUMMARY	V
	CHAPTER 1: INTRODUCTION	1
1.1	Introduction	2
1.2	Background of the study	2
1.3	Scope of the study	3
1.4	Literature review	3
1.5	Objectives of the study	4
1.6	Methodology of the study	4
1.7	Limitations of the study	4
	CHAPTER 2: OVERVIEW OF AKM KNIT WEAR LTD	5
2.1	History	6
2.2	Vision	6
2.3	Mission	6
2.4	Values	6
2.5	Different associate companies of AL-MUSLIM GROUP	7
2.6	Associate company: AKM KNIT WEAR LIMITED	7
2.7	Associate company: AL MUSLIM WASHING LIMITED	9
2.8	Associate company: AL MUSLIM YARN DYEING	9
2.9	Clients	10
2.10	Company organogram	11
2.11	Akm knit wear ltd group's various departments	12
2.12	Business ethics of AKM KNIT WEAR LTD	12
	CHAPTER 3: TRAINING AND DEVELOPMENT PROCESS	13
3.1	Human resource	14
3.2	Objective of human resource	14
3.3	Training and development	15
3.4	Training needs	16

3.5	Importance of training	16
3.6	Methods of training	16
3.7	Performance appraisal	17
	CHAPTER 4: TRAINING AND DEVELOPMENT PROCESS AKM KNIT WEAR LIMITED	18
4.1	Training & development	19
4.2	Training and development process	19
4.3	Training and development materials	20
4.4	Training and development practice in AKM KNIT WEAR LIMITED	20
4.5	Types of training	21
4.6	Trainers' roles	22
	CHAPTER 5: SWOT ANALYSIS & FINDINGS	23
5.1	Swot analysis	24
5.2	Findings	26
	CHAPTER 6: RECOMMENDATIONS AND CONCLUSION	27
6.1	Recommendations	28
6.2	Conclusion	29
	REFERENCES	30

List of graphs

SL	Topic	Page No
1	Associate company: AKM Knit Wear Ltd	7-8
2	Associate company: Al Muslim Yarn Dyeing	9

List of abbreviations:

S. L	Abbreviations	Elaborations
1	RMG	Readymade garments
2	KSA	knowledge, skills, and abilities
3	HRM	Human resource management
4	TNA	Training needs analysis
5	CEO	Chief executive officer
6	BGMEA	Bangladesh Garment Manufacturers and Exporters Association
7	BBA	Bachelor of Business Administration
8	LTD	Limited
9	INFO	Information
10	RQS	Requirement for Quality System
11	ADDIE	Analysis, Design, Development, Implementation, and Evaluation
12	NQC	Non-Quality Cost

CHAPTER 1:

Introduction

1.1 Introduction

Bangladesh was notorious for its fines and natural disasters since independence. People said they were inseparable baskets. We became one of the world's poorest nations. But now we're concerned with the developed world. Despite the fact that agriculture is the largest segment of our economy, the textile industry is the largest source of foreign exchange. This is the foundation of our economy. We can now proudly display the label "Made in Bangladesh." In the early 1980s, the garment industry started its journey. There are currently over 5500 factories operating in the industry. RMG is responsible for 82 percent of gross export revenue. The supply of low-cost labor is the primary reason for this sector's rapid growth. More than 4 billion people are working in this industry. However, it's worth noting that 86 percent of women import approximately 16 billion pesos worth of readymade garments from Bangladesh per year. For the consistency and productivity of our goods, every leading global brand provides "Made in Bangladesh" products." There can be two divisions for the readymade clothing industry, with the first category of tissue and the second category of knit. Shirts, caps, and trousers are the most common woven garments. T-shirts, polo T-shirts, lingerie, socks, and sweaters are all made by Knitwear. Knitwear makes a larger contribution to export earnings. Knitted item demand, on the other hand, is increasingly growing. According to the figures from the Bangladesh Association of Manufacturing Garments and Exporters (BGMEA), 41% of RMG's exported income currently comes from knit goods. Net export income from RMG in 2019 was \$30.63 billion, up 1,5% of the 2019 total target of \$31.17 billion (US\$). According to the Export Promotion Bureau (EPB). This figure amounts to a gross performance of 15.19 billion dollars and 15.44 billion dollars for tissue. An internship is a vital component of our university life. At internship, we gain real-life understanding on how a company operates in this dynamic environment. I joined Al Muslim Group at AKM Knit Wear Ltd, an export-oriented clothing manufacturer, in Gedda, Ulail, Savar, Dhaka –1340 in order to finish my stage. In this article, I have done my best to clarify the numerous tasks conducted by the AKM knit wear ltd.'s outstanding training and development department.

1.2 Background of the study

The article is intended to improve your awareness of the different operating operations of AKM Knit Wear Ltd, with the exception of the department of training and development. All is attempted to be included in the basic type during the last two months of the service of the AKM Knit Wear Ltd. This article can only be used in academia. From different primary secondary sources, I collected all required and applicable data. I have been able to make my study detailed and important after two months of hard work. The data is revealed correctly and reliably, and none can use any or any of its elements.

1.3 Scope of the study

This internship offered me a wealth of practical experience and understanding of several garment sectors. Not all of the human resources of AKM Knit Wear Ltd can be included in this article. Knowledge on teaching and learning processes is only agreed by primary and secondary study. In addition, my contacts have enriched me with much information about this industry to develop my career in the organizational field.

1.4 Literature review

As we all know, training and development refers to the method of acquiring or transferring KSA (knowledge, skills, and abilities) required to carry out a certain project or task; therefore, the advantages of training and development for both employers and workers are strategic in nature. as well as even larger. To face the current and future challenges of our company, training and growth encompasses a broad spectrum of learning actions, ranging from staff training for current roles to information exchange to expand the business horizon and customer experience. It also reflects on their professional growth, which increases employee, community, and corporate effectiveness. A structured training and learning curriculum aids in deciding on the requisite experience, skills, and attitudes to meet corporate objectives while still creating a strategic edge (Peteraf 1993). Indeed, at the beginning of the twenty-first century, Human Resource Managers opined that one of the most significant problems they will face included concerns relating to recruitment and advancement. (Stavrou, Brewster and Charalambous 2004).

To keep ahead of the market, preparation and growth plans must include elements of creativity and reinvention. Trainees learn using this method by posing thought-provoking questions, looking for responses, and interpreting different discoveries made in the process. The active learning strategy has a long-term effect on learning because it aids in long-term retention and the development of better options in difficult circumstances. The growth plan decreases worker attrition and absenteeism while simultaneously improving employee motivation. The hard approach believed that workers in companies were merely tools to be used to accomplish the organization's goals. The soft approach viewed employees as valuable assets capable of growth (Tyson and Fell 1986; Hendry and Pettigrew 1990). The need to improve our workforce is convincing because a solid Training and Development strategy contributes to increased morale and job efficiency. To stay ahead of our rivals, we must integrate creativity and reinventions into our preparation. This is only feasible if teaching includes a diverse set of learning activities. It must be tied to group priorities and corporate success, as well as market goals and objectives.

Continuous learning is important for success in today's fast-paced environment. Companies must ensure that their workers continue to improve in order to keep up with increased work expectations and achieve a comparative edge. To sustain and nurture those organisations, we need a strategic perspective on learning needs, both for the employer and the employee. TNA must be approached in a thoughtful manner. The involvement of the Line Manager is more significant because he or she must record the training requirements and do cost-benefit analyses when deliberating the return on expenditure in relation to training costs. For a learning company to be successful, it must have strong leadership support and learning direction, especially from the CEO. It is recommended that line managers log training needs and assess the efficacy of training.

1.6 Objectives of the study

The purpose of this study is ultimately to satisfy both the necessity of the internship program and the fulfilment of my BBA program by real-life experience and to observe how the use of human resources management was implemented in practice.

General objective:

The aim of this is to prepare a report on an analysis of Training and Development Process of AKM knit Wear Ltd

Specific objectives:

- To identify the training and development activities of AKM knit Wear Limited..
- To analyse the training and development process of AKM knit Wear Limited.
- To explore the trading and development methods used by AKM knit Wear Limited.

Methodology of the study

In this section of the technique, we have collected knowledge from both primary and secondary sources. Although, in most cases, depend on secondary knowledge obtained from Al Muslim Group's website and other sources. Finally, officers from the Al Muslim association assisted me in gathering information everywhere it was required for this study.

Primary Data:

For the main section used to collect info, the management and other staff of the Al Muslim community have discussed it. Inspection, as well as my own experience, and a brief engaging session, all contributed to the creation of this article.

Secondary Data:

For collection of secondary data, use the Muslim group website, the annual newsletter, academic papers, the daily paper and several study papers related to the Al Muslim Group training course.

1.7 Limitations of the study

In order to prepare a science paper, we need a wealth of knowledge and expertise. The restrictions on completing and perfecting the report can include:

- Any details would be left back because of corporate secrecy and confidentiality.
- It's a major problem to restrict time.

CHAPTER 2:
Overview of AKM Knit Wear Ltd

2.1 History

The Bangladeshi clothing maker AKM Knit Wear Ltd is a market pioneer in readymade garments and denim products. We are one of Bangladesh's largest readymade garment manufacturing firms. The company produces the most chic and fashionable ready-to-wear apparel and denim items in Bangladesh, and it has the most comprehensive and up-to-date production facility and machinery. We are a quality-conscious company that follows all applicable national and international regulations. We make a variety of woven tops and bottoms for men, women, and infants. We never compromise on accuracy or timely execution, which are significant concerns we believe in taking on. Our customers depend on us for service, and our professional staff performs final inspections on their behalf. For its vast manufacturing potential, updated technology, expert team members, and, of course, honesty to ensure customer loyalty, Al-Muslim Group is a well-known brand in the readymade garment industry both in Asia and Europe. We are a company of 16,000 people who are our most valuable commodity. Every month, we manufacture over 2.5 million pieces of a wide range of readymade clothing, ranging from children to men and women. Our annual revenue exceeds \$200 million. We may also manufacture various clothing products, provide embroidery and printing services, and provide garment washing services for our customers in addition to readymade garments. Our in-house facilities are built to provide our valued customers with the highest product, price, and service available.

2.2 Vision

- ✓ Aims to be Bangladesh's leading retailer of readymade garments.

- ✓ Achieve the highest degree of efficiency at both the individual and organizational levels in the readymade garments industry.

2.3 Mission

Ensure complete customer loyalty by delivering high-quality goods and ensuring sustainability by productive operations.

2.4 Values

1. Worker Safety by Innovation
2. Societal and environmental responsibility Technological Innovations

2.5 Different Associate companies of Al-Muslim group

Al-Muslim group eight major department:

- AKM knit wearing ltd
- Al Muslim Yam Dyeing
- Al Muslim Washing Ltd
- Al Muslim Garments Accessories
- Offset Printing Press
- Al Muslim Builders Ltd
- Pacific Blue (Jeans Wear) Ltd
- Al Muslim Apparels Ltd

2.6 Associate company: AKM Knit Wear Ltd

A.K.M Knit Wear Ltd, a sister concern of the Al-Muslim Community, is a woven fabric production unit with the most up-to-date technology, machinery, and experts. We are a manufacturing facility with 120 sewing lines and almost 7000 sewing machines, as well as 75 finishing lines. This production unit has the capacity to manufacture about 2.5 million garments per month. The hospital is housed in a 12-story complex with all of the most up-to-date facilities. Each floor is approximately 85000 square feet, with adequate ventilation and eight large exits on each floor that usually lead to the assembly stage.





Location:

The factory is 28 km northwest of Dhaka International Airport Shahajalal. It is located next to the Dhaka-Aricha highway, where logistical assistance is very convenient.

Facilities for our valued customers:

- ✓ The factory is easily accessible from the closest airport.
- ✓ With R&D and technicians, we have the largest sample production plant.
- ✓ For various clients, a dedicated individual inspection room is available.
- ✓ RQS and NQC teams dedicated to ensuring service on behalf of our clients.
- ✓ Internal investigation committee to ensure complete adherence to local laws and our customers' code of ethics.
- ✓ Meeting rooms with the most up-to-date technology.

We provide a safer working environment for our employees. Our employees are the company's most valuable commodity, and they are handled as well. The below are some of the services and benefits that our employees have access to.

- ✓ Your employees will work in a safe and friendly setting.
- ✓ To serve our employees, we have a large dining room.
- ✓ The corporation has a free meal.
- ✓ Our employees have access to clean drinking water at all times.
- ✓ Toilets that are clean and sanitary, as well as toiletries for our employees.
- ✓ Per floor has separate toilets for men and women.
- ✓ Per toilet has its own cleaner.
- ✓ Per floor has a separate prayer space for men and women.
- ✓ A baby-sitting service is available in the child-care unit.
- ✓ According to state labour laws, a minimum wage is guaranteed.
- ✓ Festival Incentives
- ✓ Maternity benefits and leaving

2.7 Associate company: Al Muslim Washing Ltd

Al Muslim Washing Ltd. is one of Bangladesh's largest garment washing facilities, with all of the new machinery. As the plant is managed by experts, we are committed to ensuring that the materials are of the highest quality. We have the most recent Tonello and Bohemian computers from Italy and China. The monthly manufacturing potential varies between 2.5 million and 3 million parts. The plant will handle both denim and non-denim items.

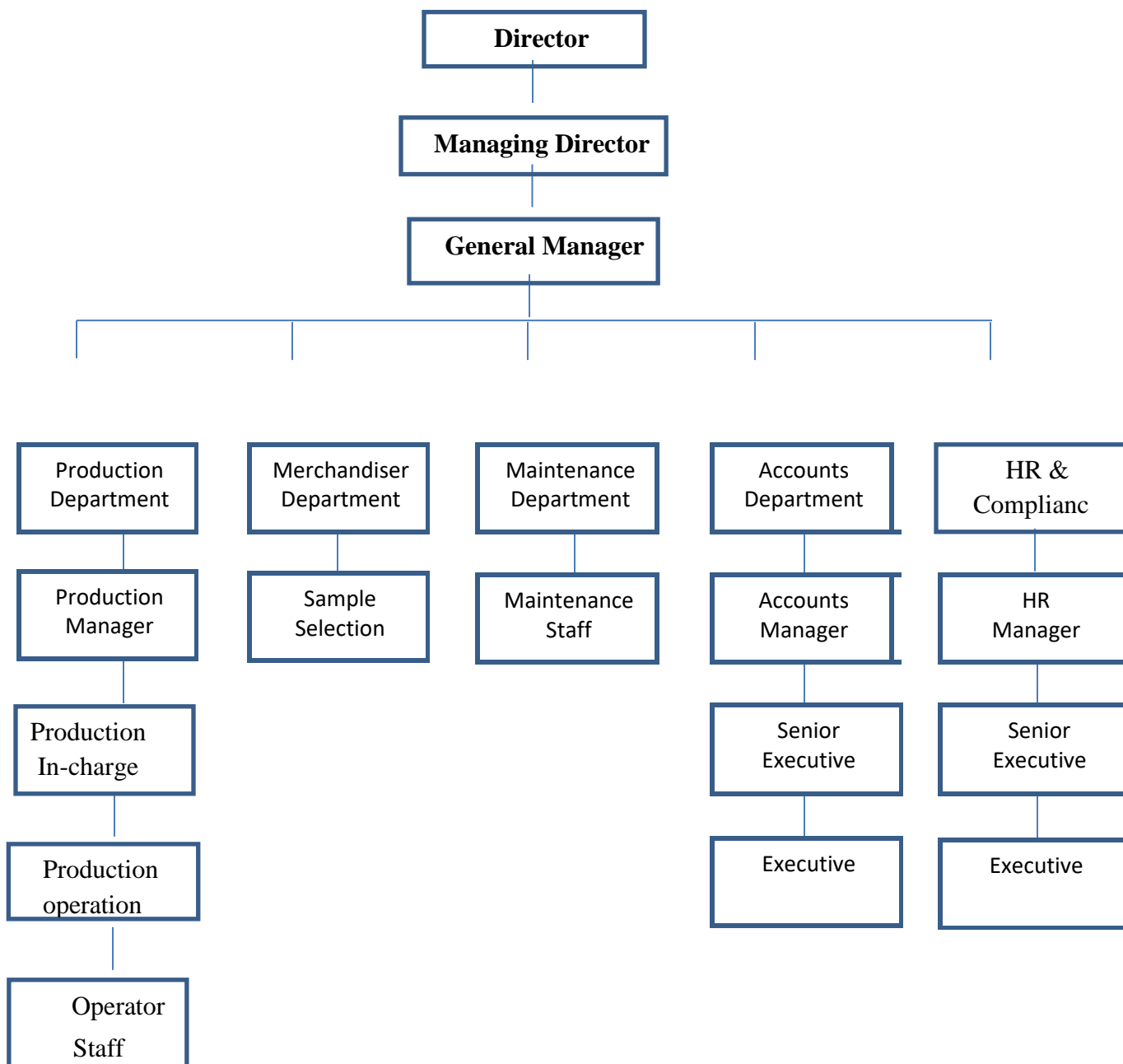
2.8 Associate company: Al Muslim Yarn Dyeing



2.9 Clients

1. Inditex
2. Tom-tailor
3. Vogue sourcing
4. H&M
5. Bestseller
6. Celi*
7. C&A
8. Lc-waikiki
9. Mango

2.10 Company organogram



2.11 AKM Knit Wear Ltd group's various departments

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

Human resource department: Employers must ensure compliance with labor laws and record keeping and tax compliance. Employer-Employee Relation must be considered.

Accounts department: Account separating is responsible for registering cash balance and tracking transfers. These exits carry a variety of key responsibilities and tasks.

Merchandiser department: In addition, maintenance employees, also known as repair staff, fit mechanical products, buildings and machinery and rely on them for maintenance. These include plumbing, painting and floor cleaning, electric upgrades and heating and air-conditioning system maintenance.

Production Department: A garment factory's manufacturing division is its heart. Development department responsibilities Production deviation is the area of operation that ensures that inputs via a number of production processes become full outputs. The manufacturing director is responsible for the procurement and efficiency of raw materials.

Maintenance Department: In the Maintenance Department, maintenance workers, also known as service personnel, restore and manage mechanical materials, systems, and machinery. Plumbing operation, painting and floor washing, electrical repairs, and heating and air conditioning system repair are among them.

2.12 Business ethics of AKM Knit Wear Ltd

- AKM Knit Wear Ltd never employs children. Underage work is specifically banned in this organisation.
- To provide a better working climate for both employers and staff, the authority strictly enforces labour law.
- This organization explicitly prohibits any kind of discrimination based on colour, faith, gender, region, or political beliefs. The authority supports fair work opportunities in terms of recruiting, pay and benefits, training and advancement, and so on.

CHAPTER 3:

Training and Development Process

3.1 Human resource

Human Resource Management (HRM) is a systemic approach to organizing an organization's employees. It emphasizes on executive recruiting, management, and proper guidance in order to accomplish corporate goals. It also addresses the ethos and climate of the workplace. Generally Human Resource Management should include job analysis, compensation, training and development. It should also include recruiting, compensation and labor relations. It is important to consider benefits, incentives and benefits.

Any organization's human resource department should prioritize training and development. Training, in theory, is the method of discovering something new. It's a technique for teaching new and former staff the qualities they'll need to do their jobs well. HR selects and hires high-potential employees on a regular basis. However, recruiting a high-potential candidate does not guarantee that he or she can deliver to the company's standards in order to meet the organization's objectives. They must be aware of the necessary qualifications and performance standards for a given role. A training program will help an individual develop his skills so that he can work more effectively and efficiently. It offers the requisite assistance in acquiring and applying the organization's expertise, talents, and abilities.

The development program is structured to improve current success including promotion opportunities of existing employees, on the other hand. Only current workers are eligible for this advanced level service, which assists them with creating a career plan.

3.2 Objective of human resource

Societal Objectives: Being prepared to meet the needs and demands of the group morally and economically while restricting the detrimental impact of such inquiries. The unhappiness of associations with the best way to use their wealth for the benefit of the general public will lead to limitations.

Organizational objectives: To understand HRM's role in achieving authentic viability. HRM alone is not the final component. It is currently a strategy for supporting the company in achieving its fundamental objectives. The office is mostly organized for the rest of the company.

Functional Objectives: To fulfil the responsibility of the office in a process appropriate to the wishes of the organization. Assets are wasted when HRM is either very advanced in order to meet the interests of the company. The management degree of the office must be adapted to the organization it represents.

Personal objectives: To help the worker to achieve his own goals, though, in the sense that these goals strengthen the association duty of the person. In order for workers to be maintained, maintained and propelled, individual members should be satisfied with their individual objectives. Anything more can decay and employees can depart the organization, representative execution and fulfilment.

3.3 Training and development

Employee training and development are critical in order to keep up with rapidly evolving technologies and societal needs. Training is a learning process which emphasizes, in addition to managerial skills, work teaching, employment relationships and job knowledge programmers.

Training is a short-term practice that is conducted for a definite reason, while creation is a long-term instructional process that uses a systemic and organized approach for conceptual and theory learning. Training can be described as "measures for increasing the workers' knowledge and ability for a specific reason." Staff are given the opportunity to learn new skills, technological experience, and job attitudes. The primary goal in teaching is to improve employees' attitudes and behaviors.

Training is not the same as training. The variety of training is restricted. It is associated with improving one's ability to perform a given task. The goal of education is to help employees grow as individuals. In most cases, schooling refers to standardized instruction received in a learning institution.

Training has been a must in today's world. Many businesses also do not provide systematic training to their employees, which leads to absenteeism, accidents, labor turnover, poor workmanship, and the spoilage of machinery and plants, among other things. Both of these flaws drive up the price of the commodity.

If staff are given systematic preparation at the outset, the above-mentioned drawbacks can be mitigated significantly, and the expense can be reduced significantly. As a result, the original preparation costs will be reimbursed in this manner. The owner would make a lot of money. Staff will be able to earn more money and will have a greater sense of mental wellbeing.

As a result, in order to achieve a very high level on average, any consideration must provide instruction to everyone from the unskilled worker to the specialized executive. Modern advancement and mass manufacturing necessitate a very high level of competence, which can only be developed by proper preparation.

When a new computer or system is needed to be added, the person in charge must be given the appropriate instruction to adapt it to the job. This type of preparation is now widely used in both the public and private sectors.

In all large production companies provide new employees with the requisite training. These companies have their own apprenticeship schools where workers are trained for specific work. They cannot learn bad habits there. Waste will be reduced, and managers will have confidence in the skilled workforce. As a result, industrial proficiency and productivity have increased. The method of increasing people's expertise, abilities, and capacities is known as human resource growth. This is critical for individual and business growth, as well as for the development of a nation's human capital.

3.4 Training needs

Training is required on account of the following reasons: new employees need orientation training to make them familiar with the job and the organization. In order to survive and grow, an organization is required to continually adopt itself to the age of globalization. All training activities must be related to the specific needs of the organization and its employees. Training programmes foster the initiative and creativity to employees and help to prevent obsolescence of skills. The gap between the existing and required levels of knowledge, skills, performance and aptitudes should be specified, and the problem areas need to resolve through training should also be identified. The training needs are generally carried out to identify the training needs, and to identify training needs for each job and position. The theory is based on the Aristotelian theory of the development of knowledge and power over knowledge. The key is to make the most of the knowledge available to us so that we can make the best use of it.

3.5 Importance of training

Advantages of training include increased production with less cost and better use of machines. Training makes workers developed mentally and morally and they are able to bear the new responsibilities. The benefits of training can be seen in the following areas: efficiency, leadership, supervision, and morale. The advantages can be extended to businesses as well, such as in extension programs for workers in the workplace or in the management of an enterprise. The training can also be used to improve the quality of the work done and to increase the employee's mobility and the chance of promotion in the workforce. The advantage of training is seen in increased production, increased efficiency, and better plant and machine use.

3.6 Methods of training

The training period is fixed according to the nature of the work. Supervisors instruct the workers while working, they supervise their work time to time. In this method, training is imparted away from the site of factory but on all the makes of the machine used in industry so that worker may train himself on all models. After theoretical training they are sent for practical training to the vocational houses. After the training, the apprentice is kept in factory on service. Experienced foremen teach the practical work. The most expensive method of training is called 'in-Plant' training. The training is given in shifts and is carried out in shifts of up to five hours a day, seven days a week. It takes place in a small room and is supervised by a supervisor. The worker is given instructions and directions while working so that he can gain specific knowledge about the work at that time.

3.7 Performance appraisal

A performance evaluation is a general assessment of an employee's job performance. Al Muslim group also holds quality checks of all of their workers' operations. Both workers are evaluated before being trained, promoted, transferred, or released.

CHAPTER 4

Training and Development Process AKM Knit Wear Ltd

4.1 Training & development

The training focuses on the immediate enhancement of an employee's basic skills that will increase the efficiency of an employee in his present functions while development is a mechanism to make the employee sufficiently successful for dealing with sensitive circumstances in the future. The main distinction is that teaching focuses on existing work skills (short-term process), while growth focuses on potential job skills and productivity (long-term process) (Long term process).

We should assume that the market climate, especially in technology, is constantly changing in the current business situation. For its performance, organizations must make those improvements. The productivity of workers is of great importance for organizational effectiveness. The Organization's workforce should be able to run with modern technologies. The organization wishes to recruit staff with different backgrounds. Training will be performed and off-the-job based on whether or not workers are acquired in the job.

Development is a process which builds up physical, monetary, natural, social or statistical developments, progress, positive changes, or growth. The motive behind the construction is a rise in level and own satisfaction and a local salary and job opening without damaging the earth's infrastructure, creating or increasing the community. Advances are clear and valuable, not too quickly, and provide part of the transition in values and conditions for this change to continue.

4.2 Training and development process

When definite performance falls short of predictable performance, additional preparation is needed. We would use the model ADDIE in which five phases represent the entire preparation projects to be gradually known in the training process. The following are five steps;

- ✓ Analyse
- ✓ Design
- ✓ Develop
- ✓ Implementation
- ✓ Evaluation

Analyze: The analyses phase is used to compare the desired potential output to current performance to determine the difference.

There are two kinds of gaps here:

- ✓ Present performance gap
- ✓ Future performance gap

Design: For the design process, the input will be the output of the evaluate stage at the time. It aids in the discovery of the crack. This is the best move for expressing the training goal and determining the training target.

Develop: Training systems are designed to create training tools such as seminars and slides, allowing for the creation of genuine training resources. It takes the design step's output as feedback.

Implementation: Setting up the instruction for a desired result and a pre-planned approach is known as training execution. This is primarily a major intricate phase in the training process, because if something goes wrong, the curriculum will crash.

Evaluation: The final step of the training and learning process is evaluation. The phase assessment will assess the training process as well as all tasks completed during the training planning. Now, this impact assessment will show the true benefit of the training program's incidence. It can be finished with the help of reviews.

4.3 Training and development materials

There are a few approaches used in recruiting and designing a strategy that would be beneficial to the organization's workers. Here are a few techniques:

Role-Playing: Role-playing is a collaborative learning technique that involves constructive participation. The client is assigned a role-play for an exacting situation in which the dedication communicates with others. Step-by-step instructions for dealing with a difficult customer and making the arrangement more useful.

Case Studies: Typically, represent a real-life situation, uncover the problems, and find the best solution for those cases. It authorizes workers to conduct further inspections in order to learn more about the issue.

Lectures and Demonstrations: It is one of the oldest methods, and their mentor approaches the material in a comprehensive manner, with the teacher including specifics on the subject and expecting the trainee to participate in the conversation in order to learn more about the subject through a variety of strategies.

4.4 Training and development practice in AKM Knit Wear Ltd

Training and growth are extremely important in any company, but their function is more complicated than others. They are also a focal point for employee skill, expertise, and ability growth through preparation and development. The key focus of their efforts is to improve employee skills and growth. Rather than focusing on internal performance improvement, AKM Knit Wear Ltd management is focusing more on the future and training administrative staff.

In the Al Muslim group, the ADDIE model is used. The ADDIE model is traditionally used by training designers and developers as a normal practice.

Analysis Phase: The best indicator of whether an individual's certain output is less than the optimal performance is in the analysis phase. The Muslim Group usually recruits staff from diverse backgrounds

and does not qualify them in all areas. Another word is where new employees are faced with practical challenges. Finally, the study of staffing requirements is to identify less expertise in a demanding area of staff.

Design Phase: AKM Knit Wear Ltd outlines the purpose of training, as well as the types of training that would be given to staff.

Development phase: In this phase, AKM Knit Wear Ltd ensures that the atmosphere is good for learning and provides space, furnishings and other related equipment. They prepare to make the learning experience more successful by offering theatre or classroom-style seating arrangements. Al Muslim group has enormous seating capacity and is managed by the trainer for their all employees.

Implementation phase: When all three steps are finished (analyze, plan and develop), these aspects must now be checked or not. For effective delivery and physical implementation of the teaching needs of first-class trainers.

Evaluation Phase: Finally, assessment is the last step. Normally the efficiency of employees has been assessed in this phase. The preparation curriculum either is advantageous or not. Management assessment standard and reviews are regular. The company AKM Knit Wear Ltd assessed the success of its employees and sent it to a training and enhancement center if there are any shortcomings. Quality assessment by employees on the basis of their client management.

4.5 Types of training

On the job training

Training in the employment sector is a process in which workers are guided to work in the real workstation. Here are led both laws and methods of operation. AKM Knit Wear Ltd applied few approaches in the work preparation community (internship, job rotation). In limited time, AKM Knit Wear Ltd employed these strategies to ensure active workers remain within the company.

Job rotation: Job rotation is a type of training in which a person learns a variety of positions within a work unit or department. Another staff member will quickly do the job if one employee or a young employee is absent.

Off the job training

The case study method: Case studies enable students to explore and address real-world problems in the workplace. They help students improve their critical and problem-solving capabilities while also providing practical examples of a principle or theory.

Lecture's method: Lectures are normally held in a classroom setting. The most apparent benefit of a lecture is the opportunity to convey a large volume of knowledge to a large number of participants in a brief period of time.

Classroom training: These are most often held in a classroom setting where a group of people debate topics.

Coaching/Mentoring: Coaching/mentoring is an opportunity for staff to undergo individual guidance from an accomplished specialist. This is normally done after another more systematic phase to build on what trainees have already experienced.

4.6 Trainers' roles

The controller: The coach is fully responsible for the trainees, what the students do and what they think.

The prompter: The mentor invites trainees to join and proposes how they should conduct an exercise.

The resource: The coach is a kind of hub for walking resources that can provide assistance if necessary.

The assessor: The coach takes on this task to see how well or how well trainees do.

The organizer: Successful management relies on the progress of multiple operations.

The participant: This position strengthens the teaching environment while the instructor participates in an operation.

The tutor: When trainees participate in project work or self-study, the mentor serves as a coach.

Any company must invest in training and growth. Its mission is to improve employee engagement so that company objectives can be met. It enables workers to gain new abilities, talents, and credentials, as well as supporting employee advancement, which increases encouragement.

Training is essential for the growth and sustainability of every company. It benefits both the employers and the workers of a business. If an employee is well educated, he can become more effective and profitable.

CHAPTER 5:

SWOT analysis & Findings

5.1 SWOT analysis

SWOT analysis is a strategic strategy process used to determine the person or organization's power, vulnerability, prospects and risks. This report is on AKM Knit Wear Ltd. observation. Thanks to my findings and conclusions, I described this organization's SWOT.

Strengths:

Most SWOT groups find it easiest to start with their strengths. There are the existing workforce base's qualities, the aspects that, while they may still be strengthened, your workers do very well. It is a sign of strength if all of the workers are outgoing and polite. It is a strength if they regularly file necessary reports on time.

- ✓ AKM Knit Wear Ltd production unit was built on their own territory. As a result, unlike some of their rivals, they do not need to pay a large amount of rent for their service. As a result, their operating costs are very low, and they can make a higher profit per unit when compared to other rivals.
- ✓ AKM Knit Wear Ltd attractive pay and insurance package contributes to a lower employee and staff turnover rate. Every employee and staff are very concerned about their duties and responsibilities, which have increased the productivity of their activities.

Weaknesses:

Weaknesses are the obvious next step after strengths. These are the ways in which your employees have the most need for growth, and they are most likely the areas that prompted your company to look at the workforce training and advancement process in the first place. It is a failure if a customer service team is unable to persuade canceling consumers to stick with the business. It is a flaw that an operating manager cannot read a benefit and loss statement.

- ✓ Each garment firm utilizes seaway to ship their merchandise. Chittagong port is used by the majority of textile companies for shipping. Dhaka is home to the AKM Knit Wear Ltd production line. After production, the company incurs some extra costs when the orders are transported by road to the Chittagong port.

Opportunities

In SWOT studies, where the training program's strengths and disadvantages are usually internal, openings and risks are discovered by looking beyond the community. While you have seen and are seeing strengths and disadvantages in the past, possibilities and challenges are something you are beginning to see now but can see more of in the future.

- ✓ The new trade war between the United States and China could be beneficial to Bangladesh's RMG market. Clothing brands in the United States have begun to source from other countries. As a result, the RMG industry is expecting to receive more orders than in the past.

- ✓ Bangladesh's government has set a target of \$50 billion in export earnings from RMG sectors by 2021. To face this challenge, the government is providing various facilities and incentives to RMG sector investors. It might be a perfect chance for Al Muslim
- ✓ Every year, the BGMEA organizes a number of trade shows in order to attract overseas clients and international buyers.

Threats:

Finally, to complete the SWOT review, a practical and rigorous evaluation of external risks should be considered. Threats are programs, characteristics, or incidents that are approaching the employees that have the potential to impair the productivity or performance of the company.

- ✓ The most appealing feature for our country's RMG sectors was the low labor cost. However, labor costs are steadily rising over time. The government recently increased the minimum wage limit for garment workers. As a result, labor costs will rise, and gross margins will be smaller than they were previously

Once I have completed the SWOT analysis and the team has agreed on it, the difficult part begins: you must use the guide you developed to realign and reconstruct the training program. The SWOT analysis looks good on paper, but it is useless until it is used correctly to match employee preparation with the company's most urgent needs.

Strengths can be emphasized but not prioritized in teaching, while shortcomings should be used to produce the most relevant training topics. Although the strengths and shortcomings indicate what training your workers need and do not need at this time, the opportunities and risks should indicate what training should be introduced to keep the company in a constructive, rather than a reactive, mode.

5.2 Findings

This research focuses on AKM Knit Wear Ltd training and growth initiative. All has two sides, one positive and one negative. When I began my study for this study, I learned of both the positive and negative aspects of the preparation and learning process. There are the following:

- ✓ For starters, the preparation and learning process isn't well-planned. In most cases, no predetermined method of preparation is used.
- ✓ In-classroom training is characterized by a lack of coordination among participants. Participants sometimes sit on the last bench when they have issues with the coaches.
- ✓ Supervisors and other supervisors in various companies have an emotional disagreement, which is one of the reasons for a lack of interpersonal abilities.
- ✓ They use the standard training and growth technique, which is being retroactively applied today, and productivity is decreasing.
- ✓ Any employees believe that the training process is robbing them of their valuable time, so they do not pay attention during training time.
- ✓ The cheap labour cost was the most attractive aspect for our country's RMG industries. Labour expenses, on the other hand, are constantly increasing over time. The minimum salary for garment workers was recently increased by the government. As a result, labour expenses would rise, and gross margins will be narrower than before.
- ✓ Seaway is used by every clothing company to send their products. The bulk of textile firms transport their products through Chittagong port. The AKM Knit Wear Ltd production line is located in Dhaka. When the orders are carried by road to the Chittagong port after manufacturing, the firm incurs certain additional expenditures.
- ✓ Bangladesh's largest woven clothing exporter. Very nice resource to learn everything in one spot.

To begin with, the planning and learning process are not well-structured. In the vast majority of cases, there is no fixed form of preparing. There is a lack of teamwork among participants in classroom training. When players have disagreements with the coaches, they will sit on the last bench. Most of the reasons for a loss of organizational skills is that managers and other supervisors in different industries have an emotional disagreement. They use the traditional recruitment and development strategy, which is now being implemented retroactively, and productivity is declining. Employees who feel that preparation is robbing them of their precious time should not pay attention to training sessions.

CHAPTER 6:

Recommendations and Conclusion

6.1 Recommendations

To go on with the deficiencies discovered in the report, guidelines are usually made, as well as to ensure that the organization's training process runs smoothly. Both are as follows:

- ✓ First and foremost, try to observe what types of training techniques are used in private garments and develop a standard training schedule.
- ✓ Maintain effective organizational relations rather than causing tensions between managers and supervisors.
- ✓ The organisation should invest more in attracting workers to engage with the training program and see an organizational goal as their own.
- ✓ Training for ethical behaviour should be developed.
- ✓ The organisation must provide a better input and uniform evaluation process in order to improve employee results.
- ✓ AKM Knit Wear Ltd may provide a competitive salary and benefits package, which leads to a lower employee and staff turnover rate. As a result, every employee and staff member is focused on their duties and responsibilities, resulting in higher productivity.
- ✓ Improving Textile Production and Raising Awareness of International Quality
- ✓ Concentrate on value addition, technology advancement, and capacity building.
- ✓ advancements in research and computer technology All sections of the industry will be updated and rehabilitated to the greatest extent practicable.
- ✓ To get better results, form an advisory group to represent the industry.

To begin, try to observe what kinds of training methods are used in private garments and create a regular training schedule. Rather than creating tensions between managers and subordinates, maintain successful organizational ties. The company should put more effort into recruiting workers who would participate in the educational program and see the organization's goals as their own. It is necessary to improve ethical behavior training. In order to increase employee performance, the organization must have better feedback and a consistent assessment process.

6.2 Conclusion

Employees are the nucleus of the company, and their performance enhancement is critical. To face the challenges of today's competitive environment, each organization requires a talented, well-prepared, and trained person. Because of rising creativity and its application, the market world is becoming more dynamic.

Al Muslim, on the other hand, is a young and evolving band in the made textile industry, but it has already achieved popularity in both domestic and international markets. I consider myself very lucky to be able to collaborate with them. This was a fantastic way for me to learn about real-world business practices at AKM Knit Wear Ltd. AKM Knit Wear Ltd goods are never of high quality. They still use cutting-edge technologies. Their Al Muslim group's Human Resources division is well-known. They are leading their employees in compliance with Bangladeshi industrial practices and labor rules. If it continued as it is now, I think they will quickly transition from adolescence to adulthood.

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