



**INTERNSHIP REPORT ON**  
**Training and Development Process Of**  
**Shishir Knitting & Dyeing Limited.**

**SUBMITTED TO,**

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**Submission Date:**

## LETTER OF TRANSMITTAL

01 August, 2021,

Dr. Md. Abdur Rouf

Associate Professor

Department of Business Administration

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Daffodil international university

Subject: Submission of Internship Report on “Training and Development Process of Shishir Knitting & Dyeing Limited.

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 Shishir Knitting & Dyeing Limited." By organizing this report discover on the whole training and development process of Shishir Knitting & Dyeing Limited. 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,

MD Tanvir Ahmmed

Id: 203-14-264

Program: MBA

Department of Business Administration

Daffodil International University

## **CERTIFICATE OF APPROVAL**

I declare that the Internship Report on “Training and Development process of Shishir Knitting & Dyeing Limited”. Embodies the result of my own research works, pursued under the supervision of Dr. Md. Abdur Rouf, Associate Professor & Director MBA Program, Department of Business Administration, Daffodil International University.

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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Internship Supervisor  
Dr. Md. Abdur Rouf  
Associate Professor & Director MBA Program  
Department of Business Administration  
Faculty of Business & Entrepreneurship  
Daffodil international university

## **CERTIFICATE OF DECLARATION**

The Internship report titled “Training and Development Process of Shishir Knitting & Dyeing Limited” has been submitted to the partial fulfilment of the requirements for the degree of Master of Business Administration (MBA), major in Human Resource Management. This report prepared by MD Tanvir Ahmmed, ID: 203-14-264, 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 successful life.

---

Sincerely,

MD Tanvir Ahmmed

Id: 203-14-264

Program: MBA

Department of Business Administration

Daffodil International University

## **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 Dr. Md. Abdur Rouf, Associate Professor & Director MBA Program Department, 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 Head of Human Resource Department Shishir Knitting & Dyeing Limited, who provide essential information, necessary assistance, Valuable suggestion and advice through his long working experience and intellectual effort to prepare this report.

Lastly I would like to give my special, thanks and inexpressible greets to my inmates, both seniors and fellow MBA students and others for giving me good advice, suggestions, inspiration and support, Thanks to all.

## **EXECUTIVE SUMMARY**

HR practices like Training & Development section is very much significant for an organization. For current knowledge based environment, things are changing very rapidly. So for this time training & development played a very emergent role to achieve the goals.

Now a day's organizations are investing in their manpower for updating their skills. This is done through the training & development process. Skilled employees are an important asset for any organization. In Bangladesh, especially the Shishir Knitting & Dyeing Limited has to more concern about the training & development sectors. Mainly training gives a prime opportunity to expand the knowledge & updated with the technologies. Training & development provide both individual & organizational growth which can be the worthwhile investment. There are so many significant sides or benefits of training & development. For improving employee performances training & development played a vital role. Training gives a greater understanding of their responsibilities. Every employee has some weakness in their workplace, training give the opportunity to address those weakness & build up their skills. Training & development also increased productivity of a company. Shishir Knitting & Dyeing Limited provides many required training session for their employees. Now a day's Bangladeshi companies are giving more emphasis on training & development sectors to increased skilled manpower. For this fast growing environment without training & development an organization can't acquire its success,

The report is aimed to fulfill the gap between the theoretical knowledge and practical life experience which is a part of the MBA internship program. This is basically designed to have practical knowledge while passing through the theoretical understanding.

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# INTRODUCTION

## INTRODUCTION

After the freedom of Bangladesh, the nation was known for its destitution and catastrophic event. Individuals called us unlimited containers. We were one of the most unfortunate countries on the planet. In any case, presently we are the miracle for a western country. Nonetheless, horticulture is the biggest area of our economy, yet the area of the readymade garment is the greatest wellspring of unfamiliar cash. It is the foundation of our economy. Presently we can be pleased for our tag "Made in Bangladesh"

The garments industry begins its excursion in the mid-1980s. Right now more than 5000 production lines are emphatically dynamic in this area. 81% of all-out trade acquiring comes from the RMG area. Accessibility of modest work is the fundamental motivation to develop this area quickly. Multiple billion works are associated with this area. In any case, the noteworthy matter is 85% of them are ladies. Consistently just about 15 billion bits of readymade garments items are imported from Bangladesh. Each renowned worldwide brand likes "Made in Bangladesh" items for our item quality and proficiency. Close to this the work cost of created nations likewise has been expanded massively. It has impacted the assembling cost and cost of the items. Subsequently, worldwide brands are vigorously relied upon emerging nations to create their items at a lower cost.

The readymade garments industry can be isolated into two classes, the initial one woven classification and the second one in the weave. The woven garments generally fabricate shirts, jeans, and pants. Then again, sew garments make a T-shirt, Polo T-Shirt, undergarments, socks, and sweater. Woven garments offer more in the product profit. In any case, sew things creations are expanding quickly. As per the information of Bangladesh Garments Manufacturers and Exporters affiliation (BGMEA) at present 40% of RMG sends out acquiring comes from weave things. As per the Export Promotion Bureau (EPB), complete commodity income from the RMG area in 2018 was \$30.61 billion which is 1.51% higher than the all-out focus of \$30.16 billion for 2018. In this sum, the absolute commitment of sewing things is \$15.18 billion and the woven thing is \$15.42 billion

An internship degree is a vital piece of our advanced education life. In an internship, we experience the genuine experience of how a business association directs their business exercises in this serious market. An understudy additionally gets a chance to notice intently the organization's day by day exercises and to set himself up for his professional life. To finish my internship, I have joined Shishir Knitting and Dyeing Limited, arranged in Dhaka which is a product situated Knitting and Dyeing organization. In this report, I have attempted my level best to clarify different activities directed by Shishir Knitting and Dyeing Limited, especially the training and development division.

### **BACKGROUND OF THE STUDY**

With this report, one can hope to acquire a superior understanding and understanding of the different functional exercises done by the Shishir Knitting and Dyeing Limited, except for the Training and Development Department. From the most recent 3 months of the activity of the Shishir Knitting and Dyeing Limited, everything is attempted to be remembered for the particular gathering. This report ought to be utilized for scholarly purposes as it were. I have gathered every one of the vital and pertinent information from different essential, optional sources. Following 3 months of difficult work, it has become feasible for me to make the report exhaustive and huge. Information is honestly and precisely uncovered and nobody might utilize its parts in entire or to some extent. I might want to thank every individual who helped and supported me in the process of creating this report.

### **OBJECTIVES OF THE STUDY**

There are two sorts of destinations in the report. They are:

**Broad Objective:** The broad objective of the study is to analyze the recruitment & selection process of Shishir Knitting & Dyeing Limited

**Specific Objectives:** The objectives of the study are as follows;

- ❖ To know overall training and development process of Shishir Knitting & Dyeing Limited
- ❖ To analyze the different methods of training and development of Shishir Knitting & Dyeing Limited.

- ❖ To identify the effectiveness of training and development method of Shishir Knitting & Dyeing Limited.
- ❖ To find out the problems in the training and development area of Shishir Knitting & Dyeing Limited.

## **SCOPE OF THE REPORT**

This internship program gave me an abundance of pragmatic experience and information about different fields of Garments. This report may not contain all data identified with the Human Resources of Shishir Knitting and Dyeing Limited. Through essential and optional examination, it has just concurred with data in regards to the training and development process. Building my vocation in the hierarchical area additionally enhanced my contacts likewise helped me a great deal of information about this area.

## **METHODOLOGY**

Here the system part has accumulated the related data similarly from essential and auxiliary sources. Albeit ordinarily, depend on auxiliary data which gets from the site of Shishir Knitting and Dyeing Limited and extra sources. At last, to set up this report the officers of Shishir Knitting and Dyeing Limited additionally help me in gathering data any place it was important.

## **SELECTION OF THE TOPIC**

The subject of the report is the Recruitment and Selection Process of the Shishir Knitting and Dyeing Limited. The theme was completely talked about with both of my chiefs from my University just as from Shishir Knitting and Dyeing Limited. additionally, with the goal that an efficient internship report can be ready

## **SOURCES OF DATA**

To set up this report both essential and optional information has been utilized.

**Primary Data:** Primary data collected through

- ❖ Direct conversation with organization officials.
- ❖ Use questioner method for data collection

**Secondary Data**

- ❖ Official Website of Shishir Knitting and Dyeing Limited

- ❖ Bangladesh Garments Manufacturers and Exporters Association (BGMEA)
- ❖ Diaries and Newspaper

## **LIMITATIONS**

Making a decent report requires a lot of data and experience. Limits to finish and finish the report incorporate;

- ❖ Because of business mystery and classification, some data will be kept down.
- ❖ Time limitation is a significant issue.
- ❖ Point-related diaries, reports, books were not appropriately accessible on the web.
- ❖ Workers are not ready to reveal private data.
- ❖ Limited access to the Shishir Knitting and Dyeing Limited training and development site.

## **LITERATURE REVIEW**

**Patil, Kallinath S. (2007)** The development of the office the board industry has a significant spot in the development of the country. Life coverage Corporation is one of the significant specialist co-ops in which they offer the best support. The Transmission doesn't arrive in a day. For that workers have invested in a ton of energy to get help in the field of administration.

**Hemant Rao (2007)** in his review, he clarified the progressions in the job of Human Resources. There was an unprecedented change in the job of the human asset office. They should work in the association to such an extent that they should treat the representatives regardless of standing, religion, sexual orientation, and so forth The efficiency of the organization depends on the nature of work done by the representatives in the association

**Sharma and Jyoti (2006)** in this article, they have clarified about the Job Satisfaction that they conclude it the best and viable justification behind a representative in the functioning circumstance. They likewise clarify that this passionate element helps the worker in the association to yield the best outcomes. Disappointment is one of the fundamental purposes behind the wearing down of representatives in the association.

Thus, work fulfillment is the essential justification behind a worker's transporter development and development of an association.

**Subramanian, V. (2005)** he communicates that the enrollment and determination process in the association and choosing the right candidate for the right position assists representatives with working in the association in an exceptionally sure mode. The screening ought to be applicable to the work profile with the goal that the candidates will be keen on the work profile.

**G.V. Chalam and L. Srinivas (2005)** in his article, he has made a Human Resources Department overview across 120 parts of State Bank of India at Andhra Pradesh and characterizes the sexual orientation where he papers endeavored to investigate the fundamental sex distinction. He observes that the lady's representatives have considerably more worry than the male workers. Female representatives have a higher mentality regarding the association and Human asset office.

They additionally have a decent wellspring of Loyalty towards Bank work.

**Maitin, T.P. (2003)** In his review, he clarifies that Human Resource Development shows the advancement of authoritative development with various processes like enrollment and choice, finance processing, and keeping up with the standards and guidelines of the office. By the method of best methodology towards the workers which the in the high creation of the representatives.

**Mishra and Bhardwaj (2002)** in his examination, he made an experimental review on the Private organizations and their tendency of work in the Human Resources Department. A random example of 107 directors with various levels like low level, center level, and high-level administration is thought about. A survey was coursed to them to be aware of the Human Resource division and dissected. Thus, the circumstance present in the HRD is agreeable.

**Udai pareek & T.V. rao (1999)** in his review, he clarifies that the impediments of the Human Resource Department are the place where they need to work on the self-improvement of representatives and the association. In his, he intricately clarifies the significance of training and Development, HR Audit, Planning and Development, Organizational Behaviors. This likewise gives heaps of data about the Educational Institutes and a ton of professional individuals.

**Venkateswaran (1997)** clarifies in his article regarding how the Human Resource Department helps the association in their Financial development. For that, he made an observational review by gathering information from an example of 132 leaders of a private association. This review assists with knowing how the HRD functions in the association and how workers are benefited out of them. Subsequently, the HRD works in a superior way how to such an extent that representatives are all the more much OK with the standard and

guidelines of the associations. This likewise assists the association with keeping up with great decency.

## **CHAPTER – 2**

### **COMPANY OVERVIEW**

#### **ABOUT SHISHIR KNITTING & DYEING LTMITED**

"Shishir Knitting and Dyeing Limited' is a 100% Export situated Ready-Made Garments (RMG) fabricating organization. In the mid-2008's when Bangladesh began trading RMG to the worldwide market. "Shishir Knitting and Dyeing Limited has been set up and worked in the year 2010 ". The organization has been working for right around 10 years and effectively inactivity as one of the significant Garments producers in the country.

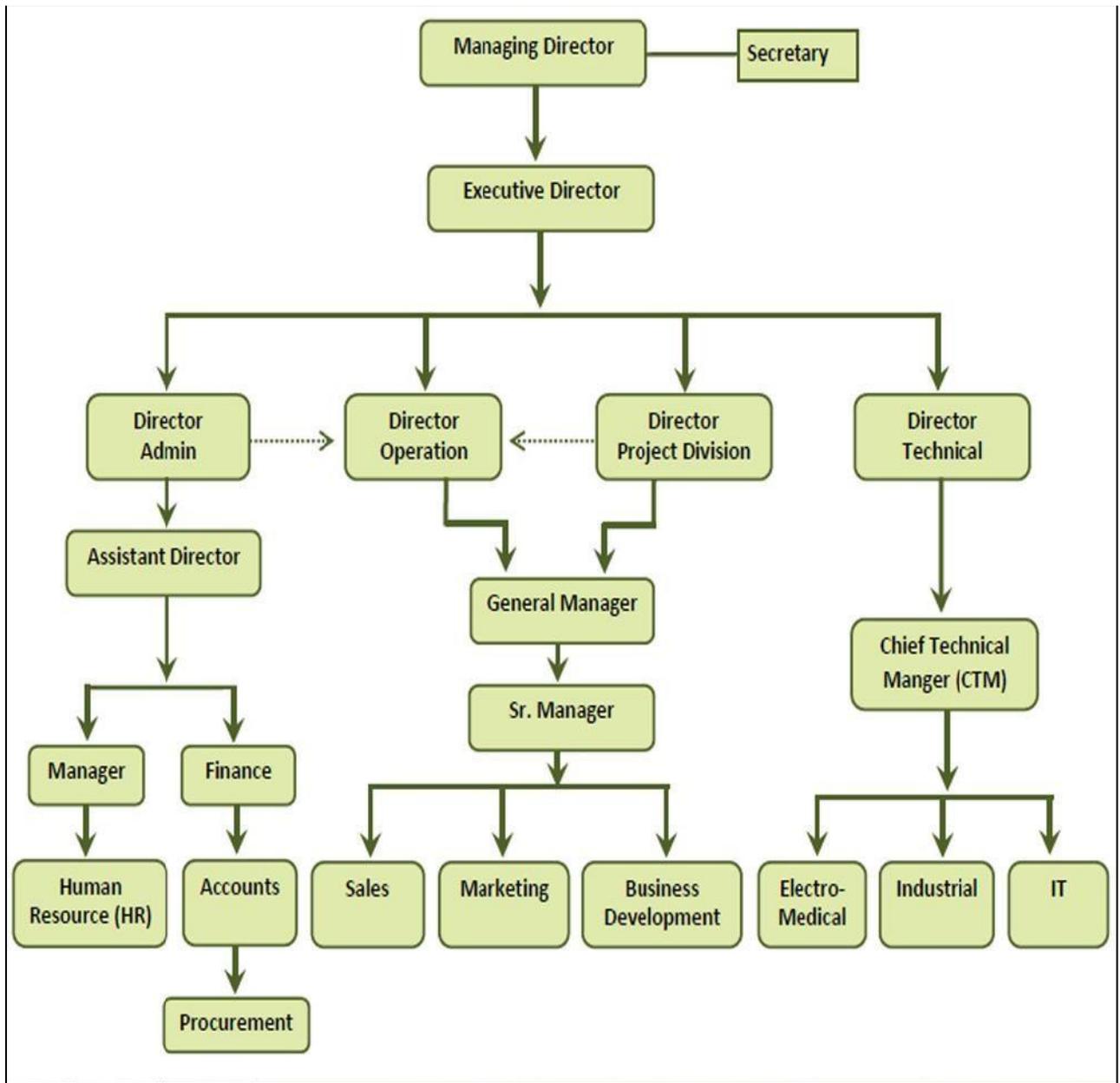
"Shishir Knitting and Dyeing Limited' ' the executives is fundamental for the methodical development and development of the organization. The administration systems are formed dependent on the organization's central goal and vision. Following them, the objectives and destinations are set for the organization. The vision and statements of purpose assume a critical part in the development of procedures by giving a premise to screening the essential choices. Hence, understanding the idea of mission, vision, objectives, goals, and related ideas is fundamental for carrying out fruitful key administration. The fundamental vision of 'Shishir Knitting and Dyeing Limited' is to be a forerunner in our picked markets by building solid security with our Customers, our Stakeholders, and our Employees. Likewise, we had followed amfori BSCI Code-now we are following amfori BSCI Code, if any adjustment of BSCI later on, we will follow it rigorously. Other than we will prompt and execute, screen our Stakeholders in general and Suppliers to follow or regard the BSCI implicit rules so we can keep bound great business relationships consistently. To furnish our clients with

unmatched decisions and worth in design and related administrations, treat every responsibility with trustworthiness and honesty, and assemble a dynamic and driven organization that can draw in, create, energize and hold the overall market.

### **SPECIALTY OF 'SHISHIR KNITTING & DYEING LIMITED'**

"Shishir Knitting and Dyeing Limited" has a long and extremely fruitful presence in RMG (Readymade garments) fabricating area. Professionalism. We foster the item from the beginning from texture development to sewing Methods. From getting a request to costing, setting up the ideal format, and creation to shipment (before the deadline)'we had a genuine and down-to-earth way to deal with this area. This professionalism and skill assist us with guaranteeing that an article of clothing is made precisely to the determination of the purchaser and to deliver it likewise on schedule.

## **COMPANY ORGANOGRAM**



**OUR VISION AND MISSION**

Following the goal of the worry, 'Shishir Knitting and Dyeing Limited' is soaking ahead with the vision of meeting the worldwide benchmark to remain in this area for the more drawn-out adaptation. The mission is to solidify this presence and to venture forward in staying up with changing worldwide settings and be ready to address the impending difficulties ahead in this area. Our vision has the accompanying elements:

- ✓ It ought to be motivating.
- ✓ It should encourage long-haul thinking.
- ✓ It ought to be unique and interesting.
- ✓ It ought to be serious.
- ✓ It ought to be practical.

### **OUR FUTURE PLAN AND GOAL**

"Shishir Knitting and Dyeing Limited' needs to consider itself to be coordinated as it was ever. So notwithstanding the above it is presently wanted to focus more on certain nuts and bolts however a portion of these areas of now done to complete the excess and to continue moreover firmly, these are:

- ✓ Establishment of innovation
- ✓ Working environment improvement plan under different social exchange programs.
- ✓ Well-being and safety efforts according to BNBC and Local Laws.
- ✓ Wellbeing Support
- ✓ Human Resource Development (is done in ordinary recurrence)
- ✓ Training and development.
- ✓ Inspiration.
- ✓ Execution Evaluation.
- ✓ To enlist talented and experienced aptitude.

The eventual fate of "Shishir Knitting and Dyeing Ltd." is to move with the time and pattern. We accept that the assignments ahead are not unreasonably difficult but rather straightforward and exact. With the vision and mission of the organization, our ceaseless exertion will be to keep up with the Present presentation level as consistent as could be expected and to take the abilities and effectiveness rate to its most elevated level. As it would be more advantageous from clients' perspective to work with the association at the ideal level and additionally from "Shishir Ltd." perspective to work with the clients of specific standards'

### **OUR LONG TERM GOAL**

- ✓ Shishir Knitting and Dyeing Limited is one of the quickest developing 100% commodity arranged Garments Manufacturing organizations in Gazipur, Bangladesh in the Garment area. Our maxim is to create the best quality items and make long-haul Business with our Customers.
- ✓ Bangladesh as of now stands firm on the second footing in attire products to EU and US advertises separately. Our readymade piece of clothing (RMG) delivers today have broadly differentiated their items into high-esteem things and have broadened their market around various nations of the world. The piece of clothing area was announced liberated from youngster Labor on first November 1996 to the acclaim of the worldwide local area. The ILO and UNICEF likewise need to dispose of kid work from the article of clothing area in Bangladesh. Our Garments in its presently additionally needs to dispose of same. We set up three (03) primary objectives for our plants which are as per the following
  - ✓ Working on Working Condition and Productivity.
  - ✓ Further developing Product Quality and Lead using time productively.
  - ✓ Climate Sustainability and Zero Wastage.

## **OBJECTIVES**

It was found that worldwide re-appropriating isn't a pattern however turned into a reality for the created nations since they are thinking that it is difficult to oblige just inside their assets and they are searching for decentralizing and re-appropriating. As a component of that our point and objective are to profit by this chance and assume an exemplary part through utilizing the experience, expertise, and notoriety as the main RMG producer in Bangladesh for the Overseas partner.

## **OUR FOCUS**

Our present focus is to work only for a handful and selective business partners who does not have not only existence in this sector but also the understanding of the aspects manufacturing and quality control, beliefs in longer term relationship, trust, the ability to Negotiate with some drawbacks or difficulties that occur in occasions etc. It was found that overall re-appropriating isn't an example anyway transformed into a reality for the made countries since they are believing that it is hard to oblige right inside their resources and they are looking for decentralizing and yet again appropriating. As a part of that our point and objective are to

profit by this possibility and accept a praiseworthy part through using the experience, mastery, and reputation as the principle RMG maker in Bangladesh for the Overseas accomplice.

### **OUR PHILOSOPHY**

"A decent assembling is the best ad", this is the thing that the conviction where our prosperity lies. We have confidence in a relationship for longer-form rather than managing an occasional series of orders. Our constant exertion is making "a decent strong assembling esteem and unchallenged unwavering quality". This conviction, exertion, and obligation to greatness made the " Shishir Knitting and Dyeing Limited " individuals recognizable in numerous viewpoints in contrast with many. Our steady exertion isn't just to fulfill the client or assemble longer-time.

### **OUR CUSTOMERS**

Since its foundation, significant clients of "Shishir Knitting and Dyeing Limited" are from the UK. and Germany "Shishir Knitting & Limited" is additionally doing orders from one more country through nearby contact offices. The significant clients with whom the organization previously worked or has been working are - PRIMARK, TB INTERNATIONAL.

### **OUR PRODUCTS**

- ✓ shirts,
- ✓ pants,
- ✓ shirts,
- ✓ polo shirts

### **HUMAN RESOURCES**

Since its origin 'Shishir Knitting and Dyeing Limited' has confidence in building and reinforcing in-house assets and its representatives or laborers are not generally employed or enrolled from abroad. Since its foundation, the quantity of 500 specialists increments to 875 with the development of its Business. Right now the great arrangement of mastery for brief managing and smooth activity following the idea of its item and movement.

## **CHAPTER – 3**

### **TRAINING AND DEVELOPMENT PROCESS OF SHISHIR KNITTING & DYEING LIMITED**

#### **TRAINING AND DEVELOPMENT**

Training and development are a portion of the key HR capacities. Most associations view training and development as a fundamental piece of the human asset development action. The turn of the century has seen an expanded focus on the comparable in associations around the world. Various associations have mandated training hours of the year for workers keeping in idea how development is deskilling the delegates at a very speedy rate.

- ❖ **Training:** In the current business circumstance, we can accept customary changes in the business climate primarily in innovation. Associations need to set such changes for their adequacy. Hierarchical viability depends on workers' proficiency at colossal. To run the Organization with new innovation, its representatives should be prepared. The association needs to delegate representatives from different foundations. Training can be at work and off the work dependent on whether representatives receive information at the work environment or in return.
- ❖ **Development:** Development is a strategy that forms development, advance, positive change, or the development of physical, financial, normal, social, and measurement portions. The inspiration driving the development is a rising in the level and own pleasure and the creation or expansion of neighborhood nearby compensation and work openings, without hurting the resources of the earth. Progression is self-evident and important, not instantly, and incorporates a piece of significant worth change and the creation of conditions for a continuation of that change.

#### **TRAINING AND DEVELOPMENT IMPORTANCE**

It enormously influences the association to drive association achievement. To have consistent progression, the association ought to plan and develop the representatives as a whole. On the off chance that the association doesn't set up their workers, they probably won't get by in up the troublesome situation any place competition is getting more diligently. Meaning of the training and development are here;

- ❖ Training and development help with further developing representative execution, which eventually works on the authoritative figure.
- ❖ Acquiring inventive capacity and keeping up current capacity accordingly workers can change the new tough spot.
- ❖ Support hierarchical efficiency.
- ❖ Expanding hierarchical development.

## TRAINING AND DEVELOPMENT PROCESS

Exactly when positive execution is not exactly unsurprising execution, then, at that point, training is should be required. To be notable dynamically in regards to the training technique, we will use the ADDIE model where five phases portray the entire planning projects. Five phases are given beneath;

- ✓ Break down
- ✓ Plan
- ✓ Create
- ✓ Execution
- ✓ Assessment
- ✓ Break down

**Analyze:** Dissect step is typically to contrast the cherished future exhibition and existing execution and discover the hole between them.

Two sorts of holes here;

- 1) Present execution hole
- 2) Future execution hole

The current exhibition hole is like now trouble face and fixes fast turnaround. Then again, the Future exhibition hole is like an issue that will confront the future yet need to distinguish the method for improving later on.

**Design:** Information will be the result of the examination stage right now for the plan step. Assists with finding the break. According to communicate the point of the training, this one is the best advance likewise decides the training objective.

**Develop:** Training programs are wanted to make out training assets as talks, slides so certified training assets can be developed. It applies the result of the planned venture as information. iv.

**Implementation:** Training execution is setting up the training with a favored result and preplanned technique. This one is predominantly a significant complex advance of the training plan in the event that anything doesn't work can reason the come up short of the program.

**Evaluation:** Assessment is the last phase of setting up the training and development process. The assessment process is two sorts;

1) Process assessment 2) Effect assessment

The process assessment will assess the training process and all wrapped up after the training planning. Presently this impact assessment and will show the genuine benefit of the training program event. It tends to be finished through criticism.

## **TRAINING AND DEVELOPMENT MATERIALS**

There are a couple of procedures applied in the training and fostering an arrangement so it tends to be helpful for the workers of the association. Here is some strategy;

- ✓ Pretending
- ✓ Contextual investigations
- ✓ Talks and Demonstrations

**Role-Playing:** Pretending is a functioning member apparatus that makes conceivable agreeable learning. The member is set a pretend for a demanding position any place the assurance chats with others. Bit by bit headings to manage a merciless customer and settle on it a more helpful understanding.

**Case Studies:** Ordinarily, address the genuine case and find the issues and discover the ideal answer for those cases. It consents to representatives to assess extra to find out additional data about the issue.

**Lectures and Demonstrations:** It is probably the most seasoned way and their teacher presents the substance in an adequate framework and the mentor gives subtleties of the subject and be anticipating that the trainee should participate in the conversation to be prepared extra with regards to the space utilizing a couple of methods.

## **TRAINING AND DEVELOPMENT PRACTICE IN SHISHIR KNITTING & DYEING LIMITED**

Training and development have colossal importance in every association, while its job is furthermore muddled than others. They are likewise a point of convergence on the training and development technique for the development of abilities, information, and capacities of workers. Their super point of convergence is to help the worker's abilities and representative's development. Shishir Knitting and Dyeing Limited organization focuses extra on the impending and teaching the managerial workers fairly than a focus on individual execution redesigning.

## **MODEL OF ADDIE USED IN SHISHIR KNITTING & DYEING LIMITED**

The ADDIE model is the standard strategy generally applied by educational creators and training designers. The five stages;

- ✓ Examination stage
- ✓ Configuration stage
- ✓ Development stage
- ✓ Execution stage
- ✓ Assessment stage

**Analysis Phase:** The investigation Phase is the best technique to gauge why the distinct exhibition of an individual is less than the ideal presentation. Shishir Knitting and Dyeing Limited ordinarily enroll representatives from an alternate instructive foundation and here every one of them is not talented in each area. One more term is initiates are confronted hardships in pragmatic life. At long last, training needs examination is to find the less information in a demanding field of workers.

**Design Phase:** Here Shishir Knitting and Dyeing Limited clarifies the training reason, which portrays what kind of training would be offered to the representatives.

Coaches inward and outside mentors.

Learners' new representatives.

Study hall guest plan.

Materials-slides, hand notes, books, and so on

**Development phase:** In this progression, Shishir Knitting and Dyeing Limited ensures a great learning climate and for this, they give room, furniture set up, and other related kinds of hardware. They are prepared to offer theater-style or homeroom-style guest plans to make the learning process increasingly viable. Shishir Knitting and Dyeing Limited has a colossal seating limit concerning all workers and is completely constrained by the mentor.

**Implementation phase:** After completing each of the three stages (investigate, plan, grow), presently need to check these things have any helpfulness or not. For proficient execution top of the line mentor and actual set up of the training program needs. Presently, this should say that offering training was fruitful.

**Evaluation Phase:** At long last, the last stage is assessment. This process regularly assessed the presence of representatives. The training program is helpful or not. High-level administration assessment now and again and give input. Shishir Knitting and Dyeing Limited assessed their worker's presentation and whenever they observed any deficiency then, that point, send to a training and development program. Workers' exhibition assessment by investigation depends on their handling of the situation with clients.

## **ON THE JOB TRAINING**

Hands-on training is a strategy wherein the representatives are given direct guidelines to complete their positions on the genuine work floor. All principles and working techniques are directed here. Hands-on training, Shishir Knitting and Dyeing Limited applies a couple of strategies (internship, work turn). By making representatives useful in a brief time frame in remaining in the association, Shishir Knitting and Dyeing Limited utilized these strategies.

**Job Rotation:** A great deal of different positions in an assortment of areas in the association has and this strategy assists each worker with being familiar with this. By making the worker more flexible, typically Shishir Knitting and Dyeing Limited uses this technique.

**Internship:** This is one more brief time frame training methodology that is set by the association. This training program isn't paid. How to play out a task all the more impeccably to gain proficiency with this process, all representatives are given a director?

### **OFF THE JOB TRAINING**

Off-the-Job training is the training method wherein the representatives become gifted at their particular employment jobs away as of the real work floor. Shishir Knitting and Dyeing Limited uses numerous ways of performing off-the-work training.

**Classroom training** - In this strategy, by utilizing TV recordings, slides show an enormous measure of representatives have the option to prepare and develop their abilities. Typically, apply this strategy for new netlist's representatives as they have no clue about this subject.

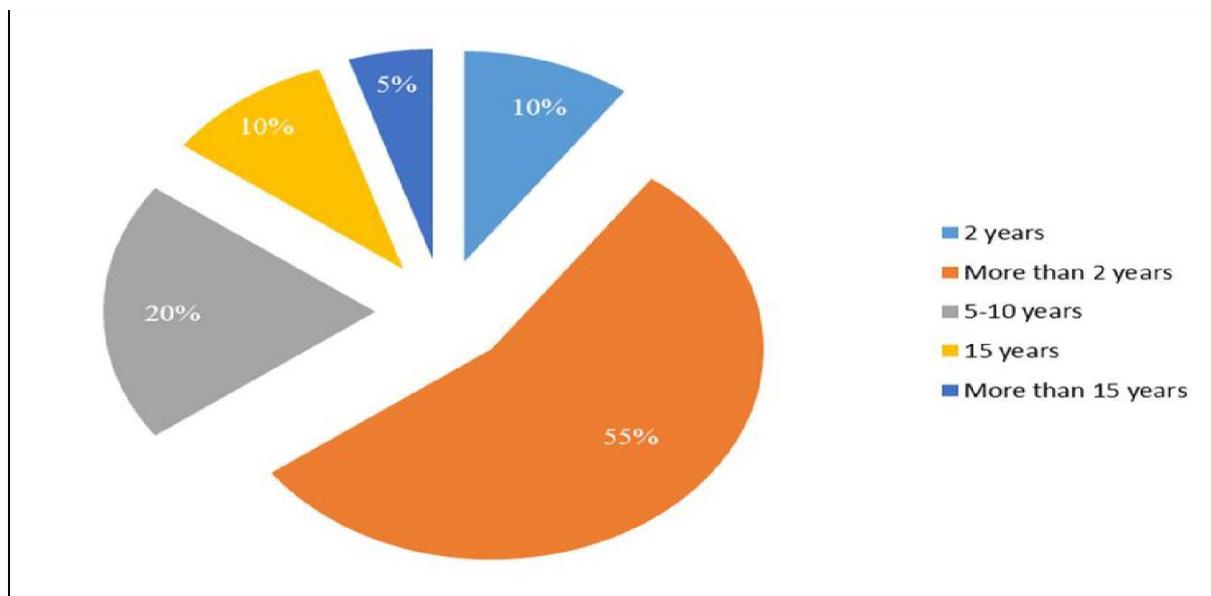
**Behavioral model** - This model is favorable for Shishir Knitting and Dyeing Limited since it assists with developing another conduct. For each representative, it is generally useful.

**Case study** - A contextual investigation is currently an ideal method for discovering issues and just as answers for a genuine condition. By expanding abilities of judgment making here, Shishir Knitting and Dyeing Limited teacher gives this strategy to all representatives.

## CHAPTER-4 DATA ANALYSIS

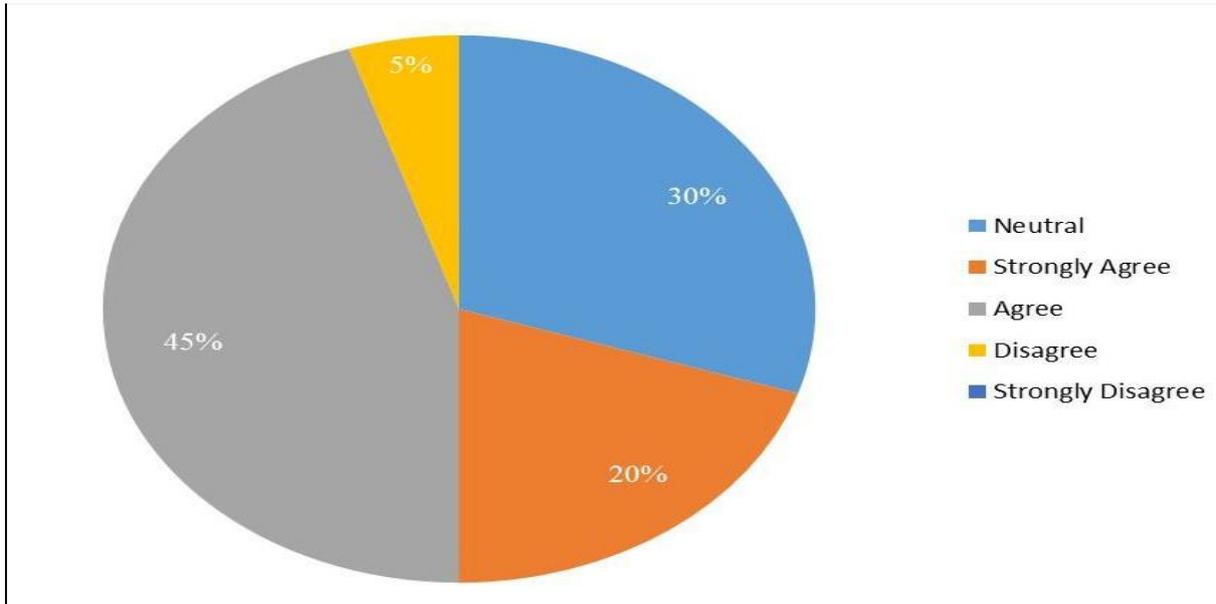
### ANALYSIS OF DATA

**Question-1: You have been working for how long in Shishir Knitting & Dyeing Limited?**



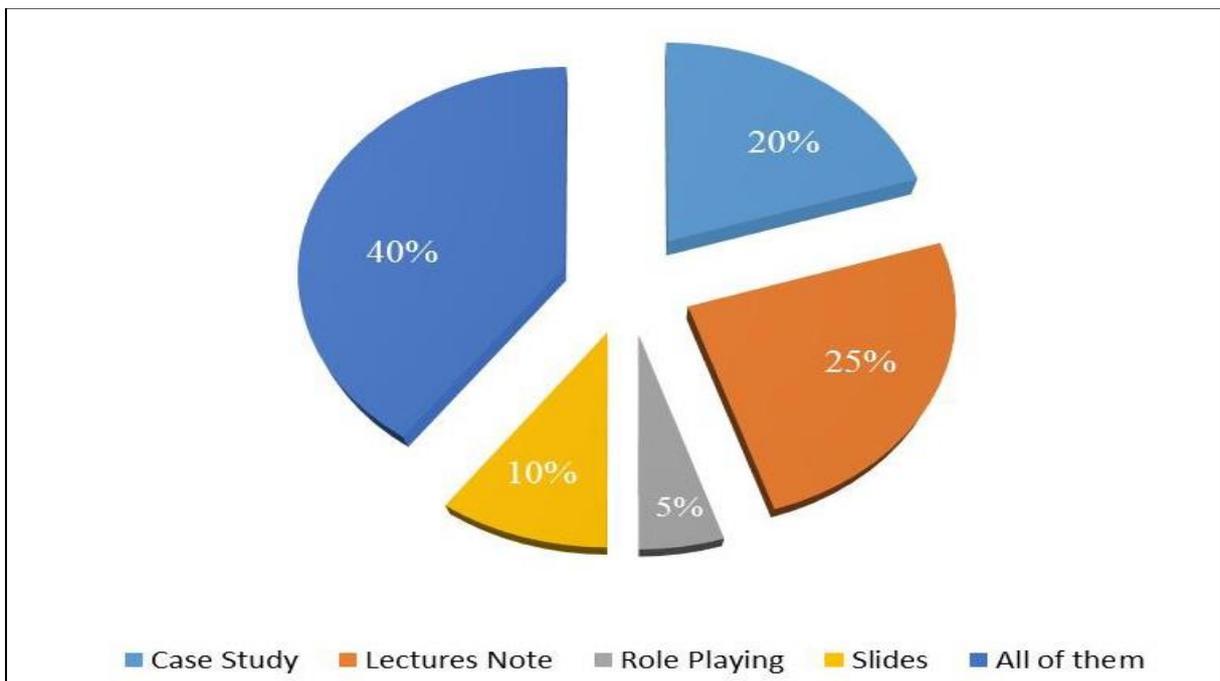
Here working for this association for over 2 years is a larger piece of the representatives. Here for around 2 years is 10% and after that 10% labored for a considerable length of time & an extra 20% are work here for 5-10 years. Over 15 years is 5%.

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



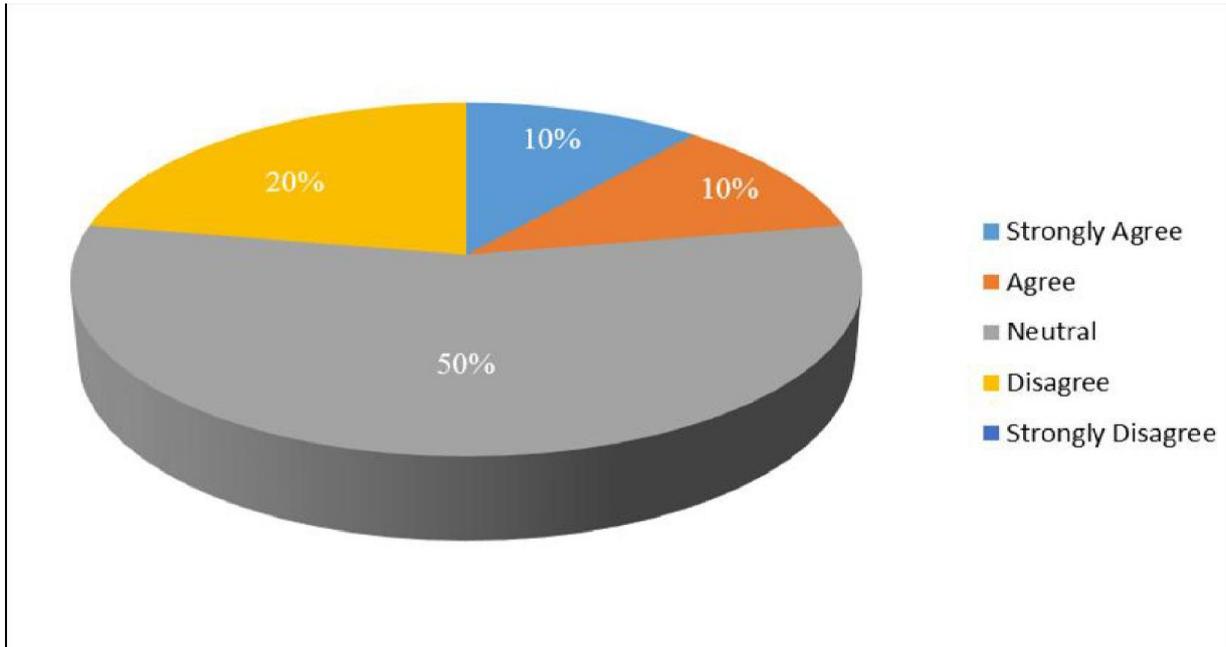
Around 45% say they completely have the very assessment that in the training foundation, they tracked down a decent training climate and unequivocally concur is 20% and 30% say the climate was impartial. However, 5% say Disagree.

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



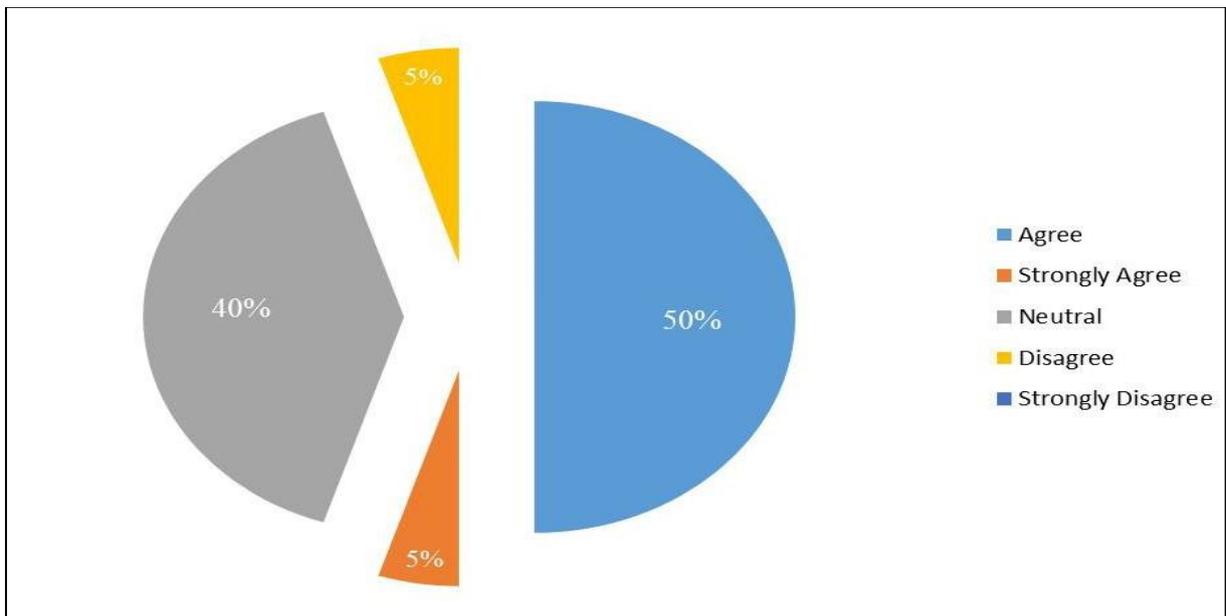
Each of the representatives has various assessments, yet around 40% of workers say the association utilizes all the hardware and method.

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



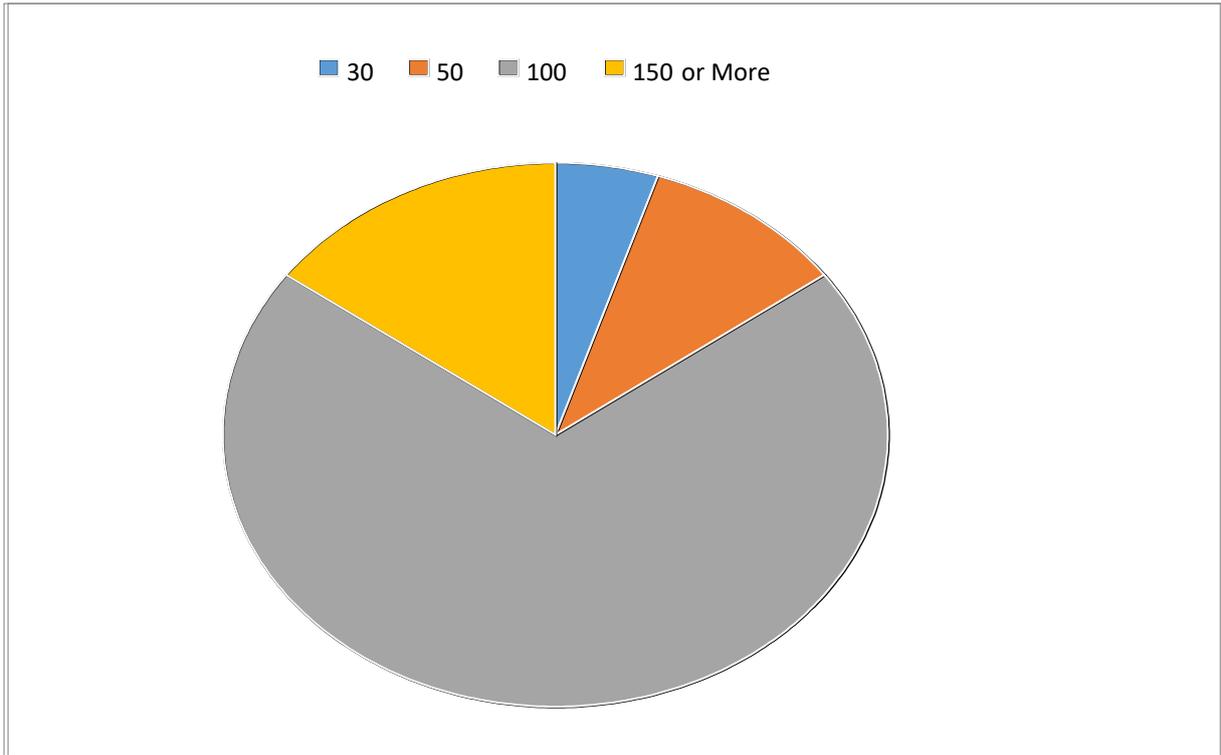
Around 50% were neutral and 20% says illustration level was bad and rest 30% provide mix opinion.

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



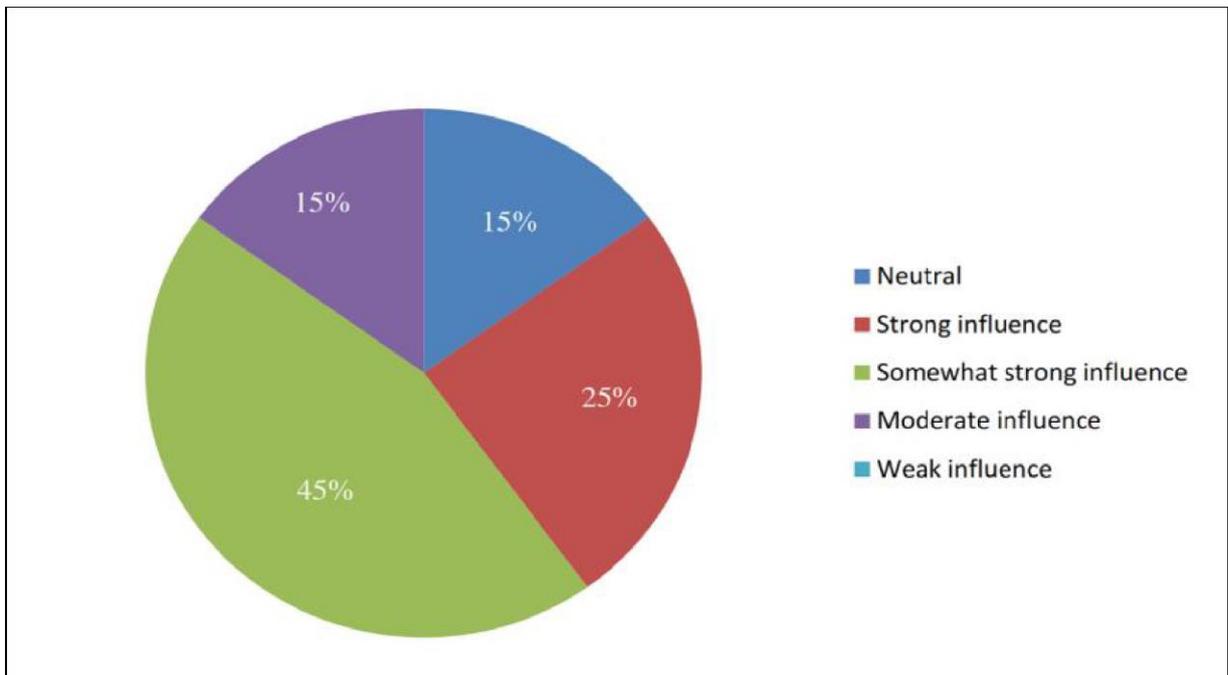
50% of employees said it helps to reach organizational goal & 40% was neutral. But rest 10% have mix opinion.

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



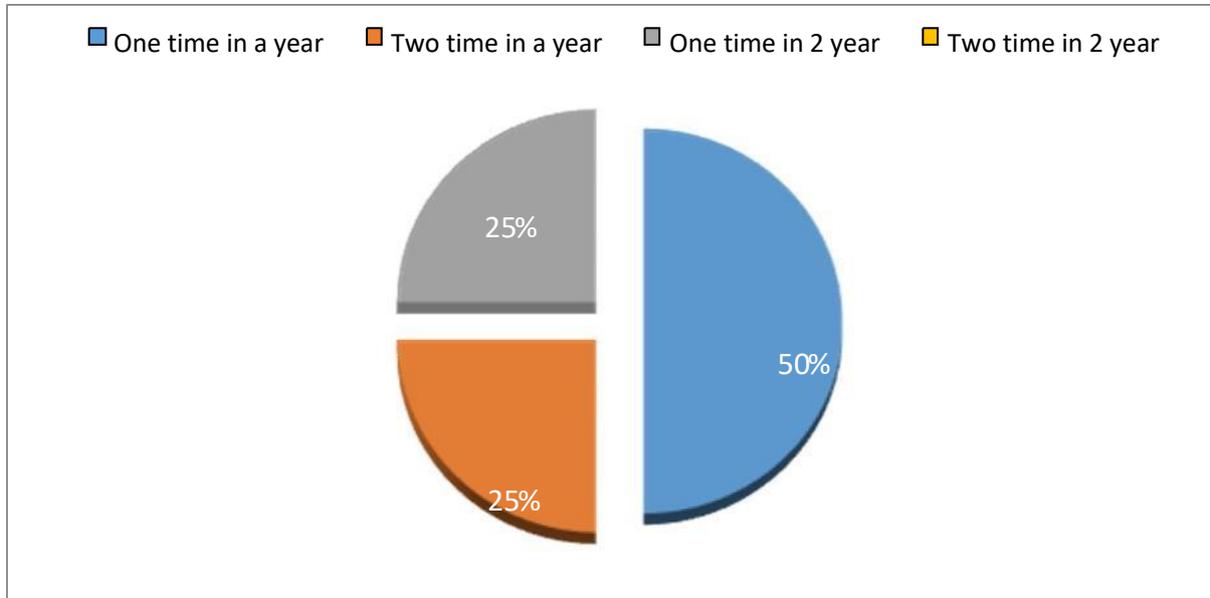
As utilizing a homeroom training plan, they have space for 100 representatives. Here 70% assent on it. 15% say there should be at least 150 representatives in training. Other 15% say 30 to 50 game plans.

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



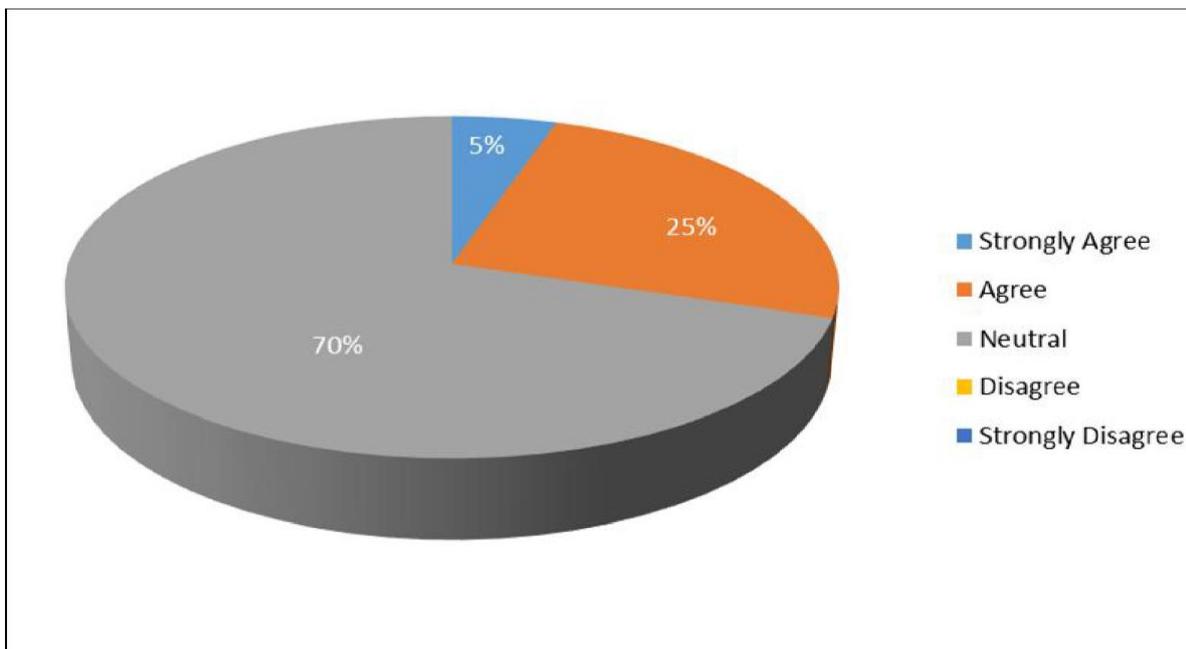
Training has an unrivaled impact as the larger part (45%) says it has a to some degree solid impact. 15% is nonpartisan and 25% solid impact on execution and 15% says moderate impact.

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



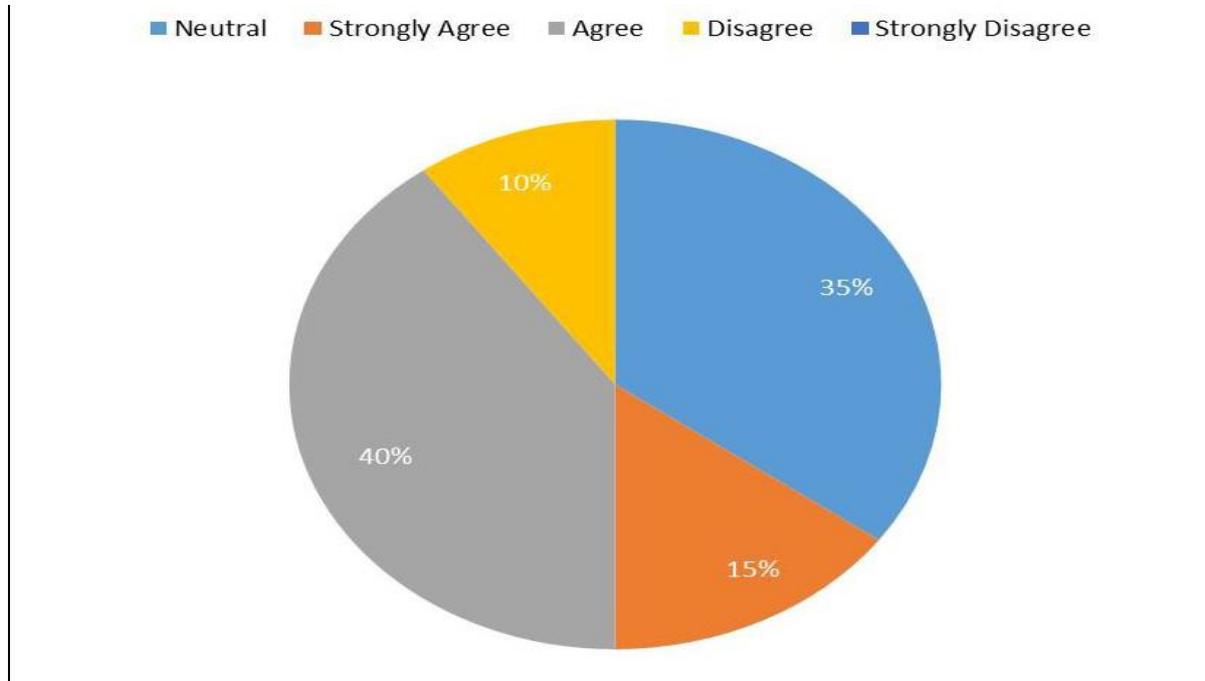
Training is the most fundamental piece of each authoritative advancement. So they send their representatives when it is required. Principally here half compose that they have been sent simply the one opportunity in a year.

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



A large portion of the representative's responses around 70% says the guidance reaction was unbiased and 25% settled on it anyway 5% firmly concurred.

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



At the opening 40% of workers believe that the point in the time span way was reasonable for the training program, while others have an alternate assessment.

## **CHAPTER – 5**

### **SWOT ANALYSIS**

#### **SWOT ANALYSIS OF SHISHIR KNITTING & DYEING LIMITED**

SWOT examination is one of the main strides in figuring a technique. Utilizing the association's central goal as a unique circumstance, administrators survey inner qualities and shortcomings just as outside promising circumstances that exploit openings and qualities, kill threats and shortcomings.

#### **Strengths**

Association Strengths as abilities and capacities that empower an association to persuade of and execute its techniques. Here we examine the qualities of Shishir Knitting and Dyeing Limited. These are given beneath:

- ❖ The administrator and staff of Shishir Knitting and Dyeing Limited are capable.
- ❖ The Company has a solid base of potential client support in the complete market.
- ❖ Shishir Knitting and Dyeing Limited has an autonomous showcasing and merchandising control unit. Every merchandiser is allocated to a particular client record to follow up right from the examining phase of commodity shipment.
- ❖ Shishir Knitting and Dyeing Limited guaranteed the nature of the items and creation on schedule.
- ❖ Shishir Knitting and Dyeing Limited is especially genuine with regards to the shipment of its items.

### **Weaknesses**

Authoritative shortcomings are abilities and capacities that don't empower an association to pick and significant procedures that help its missions. Shortcomings of Shishir Knitting and Dyeing Limited are given underneath.

- ❖ Worker turnover exists in view of the accessibility of occupations in garments and purchasing houses.
- ❖ Laborer turnover exists in view of miss act from their chief.

### **Opportunities**

Authoritative freedom is regions in the climate that, whenever taken advantage of, may produce better execution. Chances of Shishir Knitting and Dyeing Limited are given beneath:

- ❖ This piece of clothing is arranged at Gazipur which is famous as a business region and this region could be a chance for this association.
- ❖ Shishir Knitting and Dyeing Limited has stressed market division altogether consistently. Through fragmenting the market in the current piece of the pie, the organization can acquire potential market openings.

- ❖ The transportation arrangement of Bangladesh is improving and Shishir Knitting and Dyeing Limited is arranged close to an air terminal so it is an incredible open door for the organization.
- ❖ As the article of clothing area procures a high measure of unfamiliar money, the public authority urges this area to investigate. So it is likewise a chance.

### **Threats**

Hierarchical threats are regions in the climate the expansion the trouble of an association performing at a more significant level. Threats of Shishir Knitting and Dyeing Limited are given beneath:

- ❖ Step by step advancements are changing and to take on those innovations is a major threat since it requires a lot of speculation.
- ❖ Workers are for the most part scared of innovations.
- ❖ Due to Globalization contenders are expanding quickly around the world.
- ❖ Unfamiliar purchasers get terrified of putting orders in Bangladesh due to the world of politics.
- ❖ The expansion rate is high in our country that makes the financial condition upset the country.

## **CHAPTER-6**

### **FINDINGS, RECOMMENDATIONS**

#### **FINDINGS**

This review is centered around the training and development program of Shishir Knitting and Dyeing Limited. All things have different sides positive or negative. This company has

similarly the great and awful side of the training and development process. Some findings are given below.

- ❖ Their workers fundamentally give more execution than the Shishir Knitting and Dyeing Limited. Initially, the training and development strategy isn't especially arranged. Regularly don't have any significant bearing any coordinated method of the training process.
- ❖ The justification behind inadequacy in relational abilities is Supervisors and different administrators of various have relational conflicts.
- ❖ They utilize the typical training and development strategy which is getting antedated today and the result is going down.
- ❖ The training methodology is killing their valuable second some worker thinks so they are not an appropriate consideration in training time.

## **RECOMMENDATIONS**

To advance the lacking found in the concentrate typically proposals are given just as flawlessly work the association training process. These are;

- ❖ Associations should offer semi-circle training techniques since homeroom training isn't successful.
- ❖ Continue to keep up with great relational correspondence, as opposed to making clashes among Managers and directors.
- ❖ Training ought to be set for moral conduct.
- ❖ They should have to extra focus on training and worker should upgrade their specialized commonality.

## **CONCLUSION**

Workers are the core of the association and their exhibition improvement is vital. In this cutthroat world, to check out the hardships, skilled, and all-around ready and qualified individual is required in every association. Rising development and the usage of advancement make the business climate increasingly mind-boggling.

Be that as it may, Shishir Knitting and Dyeing Limited is a new and arising brand in the made article of the clothing industry, however, it has as of now acquired acclaim in both neighborhoods and abroad business sectors. I'm exceptionally lucky to work with them. This

was an incredible open door for me to dominate the genuine business activities at Shishir Knitting and Dyeing Limited. The Shishir Knitting and Dyeing Limited never experiences the nature of its items. They generally utilize the most recent innovation. The Human Resources division of their Shishir Knitting and Dyeing Limited is notable. They are coordinating their laborers by the modern standards and work laws of Bangladesh. In case all things were going above and beyond now, I accept they would before the long move from active to adulthood.

## **CHAPTER-7**

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## **APPENDICES**

Question-1: You have been working for how long in Shishir Knitting & Dyeing Limited?

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

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