



Daffodil
International
University

Internship Report on

“An Analysis of Training and
Development Process of Belkuchi
Knitting & Dyeing Ltd.”





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Internship Report on

‘An Analysis of Training and Development Process of Belkuchi
Knitting & Dyeing Ltd.’

Submitted To

Md. Alamgir Hossan

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Department Of Business Administration

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Submitted By

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Program: BBA Major: Human Resource Management

Department of Business Administration

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Date of Submission: 06th September, 2022

Letter of Transmittal

06th September, 2022

Md. Alamgir Hossan

Department of Business Administration

Daffodil International University

Subject: Submission of internship report entitled “An Analysis of Training and Development Process of Belkuchi Knitting & Dyeing Ltd.”

Dear Sir,

I'd like to offer my findings from an online investigation of Belkuchi Knitting & Dyeing Ltd. Based on my experience with Belkuchi Knitting & Dyeing Ltd.'s web presence, I have compiled the following report. As promised, here is the report I promised you.

Working on this paper has been a great experience and has helped me gain a deeper understanding of certain important theoretical concepts. Everything I know about theoretical notions only in the abstract. If this report accomplishes its goals, then my work here is done. I've done my best to answer any questions you might have about the report, and I'm always here to help.

Sincerely,

Md. Ezaz Ahmed

ID: 183-11-6032

Program: BBA Major: Human Resource Management

Department of Business Administration

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Declaration

I, Md. Ezaz Ahmed, hereby declare that the internship report below, titled "an Analysis of Training and Development Process of Belkuchi Knitting & Dyeing Ltd.," is entirely mine and was created immediately following the conclusion of my internship at the HR Department Office of Belkuchi Knitting & Dyeing Ltd. in 10/1 Karnapara Road, Savar, Dhaka, under the guidance of Md. Alamgir Hossan, Senior Lecturer, Faculty of Business and

I guarantee that the report has been written with my academic requirements in mind and not for any other purpose, even though the relevant parties may find it valuable for improving HR policy.



.....

Md. Ezaz Ahmed

ID: 183-11-6032

Program: BBA Major: Human Resource Management

Department of Business Administration

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Letter of authorization

This is to ratify that Md. Ezaz Ahmed, a student in the Department of Business Administration at Daffodil International University, has completed his internship report under my supervision and direction. The report is titled "an analysis of Training and Development process of Belkuchi Knitting & Dyeing Ltd." and was titled "an analysis of Training and Development process of Belkuchi Knitting & Dyeing Ltd."

It gives me great pleasure to say that he has completed the report after going through all of the necessary and required processes to do so, and that the report itself has all of the data, information, analysis, and findings derived from credible sources. As a consequence of this, it would appear that the report came to a satisfying conclusion.

I hope that he achieves all of his goals in life.



.....
Signature of the Supervisor

Md. Alamgir Hossan

Assistant Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

To begin, I would want to give thanks to Allah, the Highest, for bestowing upon me the fortitude, bravery, and ability to finish the training task on time, despite the many challenges that I faced. I offered the chance to be ready for the internship under the tutelage of the interns who were working under our supervision. Without receiving aid, it will be impossible to finish this report. This post's objective is to ensure that no participant complies with it by making it clear that they should not spend their valuable time assisting me rather than another participant in the event. To begin, I would like to extend my most sincere gratitude to Mr. Md. Alamgir Hossan, a Lecturer at Daffodil International University, for his assistance, inspiration, and direction throughout the years. I'd want to express my gratitude to the general manager and the head of HRD. Each and every one of its instructions is easy to understand. I am thankful to the team for their learning and development as well as their extensive knowledge, which assisted me in becoming more prepared as a professional and in putting together a report. I was able to use some of the information from this study thanks to the collaboration of the entire HRD staff. For my efforts, I am thankful to both my employer and my immediate supervisor. I would want to take this opportunity to extend a collective thank you to the members of my HR team who have contributed ideas that have influenced my relationship and assisted me in recognizing company transformation. I wish to have a respectful relationship with my family and friends. The love, support, and encouragement they provided served as a model for us. To conclude, I would want to express my profound gratitude and respect to Daffodil International University, which awarded me the degree of Bachelor.

Commitment

There must be an individual responsible for every excellent work. This time, my parents were exactly the same. Their unwavering encouragement and concern drove me to the point where the only things I achieved were this report and many more. In light of these considerations, I would want to dedicate this report to my mother, my father, and my entire family, who I consider to be the most important people in my life. In the interim, I would like to express my gratitude to them for bringing me into the world and my eternal obligation to them for everything I have ever and will ever do in my life.

May Allah grant them long life.

Executive summary

Employees are the driving force behind any successful business. They are the most valuable asset that every company or organization possesses. Without its employees, a company is nothing more than an idea. The performance of an organization's workers is one of the most important factors determining an organization's level of success. Each company puts its workers through some kind of training and development program in the hopes that it would improve their overall performance. The human resources department of a corporation is the one responsible for hiring potential employees. On the other hand, a potential employee does not guarantee that he will be successful in his work. An employee's knowledge, skills, and capacity to meet the organization's goal can be nurtured and improved through participation in a training and development program. One of the fastest-growing brands in the ready-to-wear clothing business is Belkuchi Knitting & Dyeing Ltd. They approach achieving goals and tackling difficulties with a high level of professionalism. I recently finished an internship program in the human resources department of Belkuchi Knit, and as part of my final project, I was tasked with writing a report using the theoretical and practical knowledge I obtained during my time there. I have included a description of SKF's training and development initiatives in this paper. My analysis is based, in large part, on the practical experience that I was able to obtain during my time spent here. In conclusion, I will also do my best to offer a few pointers, comments, and recommendations. I have high hopes that this will contribute to their further growth.

The outcome of the study will serve as a valuable guideline for the existing RMG industry in Bangladesh by answering a number of issues including why employee performance is not rising and the effect of HR policies on the RMG business. By monitoring the results, a company may discover the source of its poor performance and then address it by raising the productivity of its workers.

When it comes to managing the organization's human resources, the Human Resources department is the most important. As an intern, I've had the privilege of learning from and collaborating with a wide range of industry experts and exceptional individuals. However, even now, our country's inexpensive labor force has been a major driver of the RMG industry's growth. Recent political changes, however, are acting as a roadblock for the industry.

In addition, employees are aware of the companies' high earnings and are seeking more pay as a result. Similar concerns have been raised with Winter Dress Limited. The high rate of employee turnover is the company's largest problem right now. Therefore, HR has made measures to address this issue within the organization. To prevent and monitor the commission obtained by the line managers from the labor and make remedy of it, I helped come up with the idea of building a better working environment, finding the gap of HR policies that are now implemented and also some policies that are not used.

Keyword: HRM, HR Policies, Organizational Performance, Recruitment Selection, Training, Performance Evaluation.

<h1>Contents</h1>	
Letter of Transmittal	iii
Declaration	iv
Letter of authorization	v
Acknowledgement	vi
Commitment	vii
Executive summary	viii
Chapter: 01 Introduction	
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	4
1.7 Limitations	6
Chapter: 02 Organizational overview	
2.1 Belkuchi Knitting & Dyeing Ltd: A Brief History	8
2.2 Vision	8
2.3 Mission	8
2.4 Values	8
2.5 Facilities for our valued customers	9
2.6 Company organogram	10
2.7 Products	11
2.8 Belkuchi Knitting & Dyeing Ltd: various departments	11
Chapter: 03 Training & Development process of Belkuchi Knitting & Dyeing Ltd.	
3.1 Human Resource Management	13
3.2 Human Resource Planning	13
3.3 Human Resource Function	13
3.4 Training	14
3.5 Learning	14
3.6 Employee Orientation	15
3.7 Employee Socialization	15
3.8 Traditional and modern training approaches	15
3.9 Role of training	16
3.10 Other Roles	17
3.11 Inputs of training and development	18
3.12 Training and development steps	19
3.13 Training methods	20
3.13.1 On-the-job Training (OJT) Methods	20

3.13.2 Off the job Training	21
3.14 Development	22
3.15 Difference between Training and Development	22
3.16 Career Development:	22
3.17 Performance Evaluation	23
Chapter:04 Analysis & Findings	
4.1 Analysis of SWOT	25
4.1 Findings	27
Chapter:05 Recommendation & Conclusion	
5.1 Recommendations	29
5.2 Conclusion	30

Figure of table

Figure 1	Steps of training and development	18
Figure 2	SWOT Analysis	24

List of Abbreviations

S. L	Abbreviation	Elaborate
1	BBA	Bachelor of Business and Administration
2	BGMEA	Bangladesh Garment Manufacturers and Exporters Association
3	RMG	Ready-made garments
4	HRD	Human resource development
5	HR	human resource
6	CHQ	Corporate Headquarter
7	GM	General manager
8	IPDP	Individual Professional Development Plan (teaching)
9	FAT	Financial Aid Transcript
10	T&D	Training and Development
11	SWOT	Strengths, Weaknesses, Opportunities, and Threats

Chapter: 01

Introduction

1.1 Introduction

The training and development system is crucial to fulfilling the mission, vision, and goals of the organization throughout the Human Resource Management (HRM) cycle, as it is in every organization. Training and development are two factors that play a significant part in determining how successful an organization is and how satisfied its employees are with their jobs. In the workplace, training can have an effect on productivity as well as on health and safety, as well as on personal growth. Acquiring and maintaining investment space and equipment are necessary steps in the training and development process. The human resources department is seen as an essential resource by modern businesses. This is because HR departments work closely with employees to drive organizational success. It is absolutely vital for the organization to have a strong training and development program in place. It makes it possible for the organization to have staff that are not just productive but also happy with the work that they do. Training and development are two distinct HRM tasks, yet they are complementary to one another and both contribute to the employee's overall growth and development. Training for operational purposes is provided through the short-term and responsive process, whereas training provided through the long-term development process is utilized for executive objectives. The process of taking an employee from a lower level of skills, abilities, and knowledge to a higher degree of those factors is referred to as development. This transition is impacted by factors including education, training, experience in the workforce, and the surrounding environment. Because of this, the individual value of workers will increase thanks to more opportunities for self-improvement and professional advancement, as well as increased contributions to the business. Not only is an efficient training and development system a necessary step toward improving an organization's overall competency, but it is also an essential tool for keeping costs in check.

1.2 Background of the study

The purpose of this report is to familiarize you with all of Belkuchi Knitting & Dyeing Ltd's departments (with the exception of HR and TD) so that we may better understand the company's operations. The final two months of Belkuchi Knitting & Dyeing Ltd.'s service have seen every effort made to ensure that all details are represented in the standard type. This essay is intended solely for educational purposes. I gathered the relevant information from a wide variety of primary and secondary resources. After putting in a lot of time and effort over the past two months, I was able to complete a thorough and significant research. All the information has been accurately and reliably revealed, yet nobody can utilize any of it.

1.3 Scope of the study

This internship provided me with a plethora of hands-on experience as well as a better understanding of a variety of garment industries. This article does not have enough space to contain all of the human resources that Belkuchi Knitting & Dyeing Ltd possesses. Only via primary and secondary research can one arrive at a consensus on the processes of teaching and learning. In addition, the people I've met through my relationships have provided me with a wealth of information regarding this sector, which has helped me further my career in the subject of organization.

1.4 Literature review

Anupama Gupta (2010) Leaders must assess the ramifications of HR's challenges and the issues they must confront in light of the current economic context. In this article, the shortage of qualified agents is noted as an issue. It also emphasizes the board's utilization of human resources to deal with daily challenges. It focuses on a few essential tips for performing tasks more efficiently.

Saini R.R. (2010) This article analyzes the management of United Commercial Bank in order to explain the HRD rules and regulations in Chandigarh. This document essentially covers the constraints and most commonly recognized ways for displaying and implementing values. This poll explores the perspectives of 100 individuals on HRD standards and rules. Strategic maneuvers play a considerable impact in recruiting to the highest levels of government as well as more specialized groups, according to the conclusions of this study. Choosing the appropriate board candidate enables the organization to accomplish more and preserve its prominence.

Kundu. A. Subhash C. and D. Divya Malhan (2009) According to an article published in "HR Board practice in insurance agency: The survey was led in India and MNC," HR is a significant actor in insurance agencies. Nevertheless, one of the benefits of Human Resource Management is that it provides a vertical structure for safeguarding HR. Both local and international insurance businesses must enhance their HR practices, including performance evaluations, human resources strategy, and recruitment.

Tripathy (2008) implies that the affiliation routinely utilizes HR affiliation. They subscribe to ideas such as the three C's (capabilities, responsibilities, and culture). Conforming to this 3C culture at work produces excellent results. This preparedness is regarded as one of the most beneficial effects of purchasing, which resulted in a financial gain.

Singh S.K (2008) In order to attain high productivity in this audit, all-around approved improvement agents must retain their relationships. The representative's commitment enables him to achieve his objectives and expands the scope of his activity. Therefore, the association should assist the employee in increasing their social quotient.

Patil, Kalliniath S. (2007) The advancement of the office of the president has a significant impact on the nation's growth. Life Coverage Corporation is unrivaled when it comes to acquiring the top

assistance. Until further notice, there is no transmission. As a result, the representatives have dedicated part of their time and effort to convey the organization's support.

As a consequence of his survey, Hemant Rao (2007) was able to determine the progress made in the human resources industry. The HR division has experienced significant staff changes. One of their primary objectives should be to treat everyone equally, regardless of where they are from, what religion they practice, or where they are going. Contributions made by delegates are essential to the association's long-term sustainability.

1.5 Objectives of the study

The primary objective of this investigation is to acquire the knowledge necessary to write a report. Our responsible supervisors have put their trust in us to plan this report so that we may do a better job and improve the outlook of our university and faculty.

Primary Objective

The report is primarily created to fulfill the criteria of completing the BBA internship program. The report is also intended to highlight the significance of training and development in HR departments and their work procedures in order to deliver the best training methods in the garment industry.

Specific Objectives

- ✓ To understand about the training & development issues practiced in Belkuchi Knitting & Dyeing Ltd.
- ✓ To analyze the training & development policies & procedures of Belkuchi Knitting & Dyeing Ltd.
- ✓ To explore the new techniques of training and development of Belkuchi Knitting & Dyeing

1.6 Methodology

As its name implies, this method integrates primary and secondary sources. I made an effort to inquire of them and they reacted to my questions. As a result of the need for secrecy, the corporation was very protective of its internal data. Multiple human resources literature and the Belkuchi Knitting & Dyeing Ltd. website served as the primary resources for this paper.

Primary data:

Primarily, this report's primary data came from interviews with employees, HR executives, and planning department officials, as well as managers within the organization. I also went to the factory occasionally and did damage assessments to obtain further information. A qualitative study is exactly what you're looking at.

- ✓ Conduct a casual interview with the HR & Compliance Manager, as well as senior and junior HR & Compliance executives, and the employee.
- ✓ Gathering information with a questionnaire survey.
- ✓ Attending orientation sessions and talking to HR reps in person.
- ✓ Interaction with management via discussion and consultation with superior.

Secondary data:

I have used a variety of academic journals and the human resources handbook from various companies to compile secondary data. Despite this, the group does not provide a great deal of information and does not even have a website where interested parties can find out more. Fortunately, I was able to locate a few secondary resources that are

- ✓ Information has been compiled from a variety of sources, including the annual report, newspapers, and the internet.
- ✓ Belkuchi Knitting & Dyeing Ltd.'s a variety of publications.
- ✓ Book and records of HR procedures.
- ✓ Belkuchi Knitting & Dyeing Ltd.'s social media presence on Facebook.

1.7 Limitations

Despite the fact that I am working hard to the best of my ability, enrich the report enough, and make a lovely report; despite the fact that I am working hard to the best of my ability to produce a perfect report, some limits are not available. It works just like this:

- ✓ I've only looked into one company for my research.
- ✓ Due to the limited amount of time available to me, I was unable to complete all of the tasks associated with my report during this period of time.
- ✓ There is a lack of secondary data sources. Publications and papers pertaining to this industry are not readily available in sufficient quantities, and some material has remained unknown to managers and executives.
- ✓ An insufficient level of specialized knowledge.
- ✓ The majority of the workers have knowledge gaps, which is why they didn't answer the question in the correct manner.
- ✓ Because of the limitations imposed, certain parts of the situation could not be disclosed or discussed in the report.

Chapter: 02

Organizational Overview

2.1 Belkuchi Knitting & Dyeing Ltd: A Brief History

The year 2000 marked the beginning of operations for Belkuchi Knitting & Dyeing Ltd. How well we grasp the requirements of our customers. We add value to our customers' businesses by manufacturing competitive items and supplying ready-made clothes to a number of the most successful brands in the world. We are a dependable knitwear company, with garments of the best possible quality, as well as the size, volume, and efficiency of staff necessary to provide new goods on schedule. We are even more interested in the ready-made garment (RMG) business in Bangladesh due to the magnitude of our manufacturing as well as the complex procedure involved in making quality apparel. A diverse offering of products, superior design capabilities, and quality that is on par with the best in the world are three more factors that will be critical to the ongoing success of the organization. Therefore, in a very short amount of time, Belkuchi Knitting & Dyeing Ltd. rapidly expanded into a prosperous manufacturing company.

2.2 Vision

- ✓ Aims to become the most successful retailer of ready-made clothing in Bangladesh.
- ✓ Obtain the highest possible level of productivity in the readymade garments sector on an individual and an organizational level.

2.3 Mission

Maintain complete client satisfaction by providing high-quality products and by assuring long-term viability through efficient business operations.

2.4 Values

- Improved Worker Safety Through New Technologies.
- Societal and environmental responsibilities Technological Innovations.

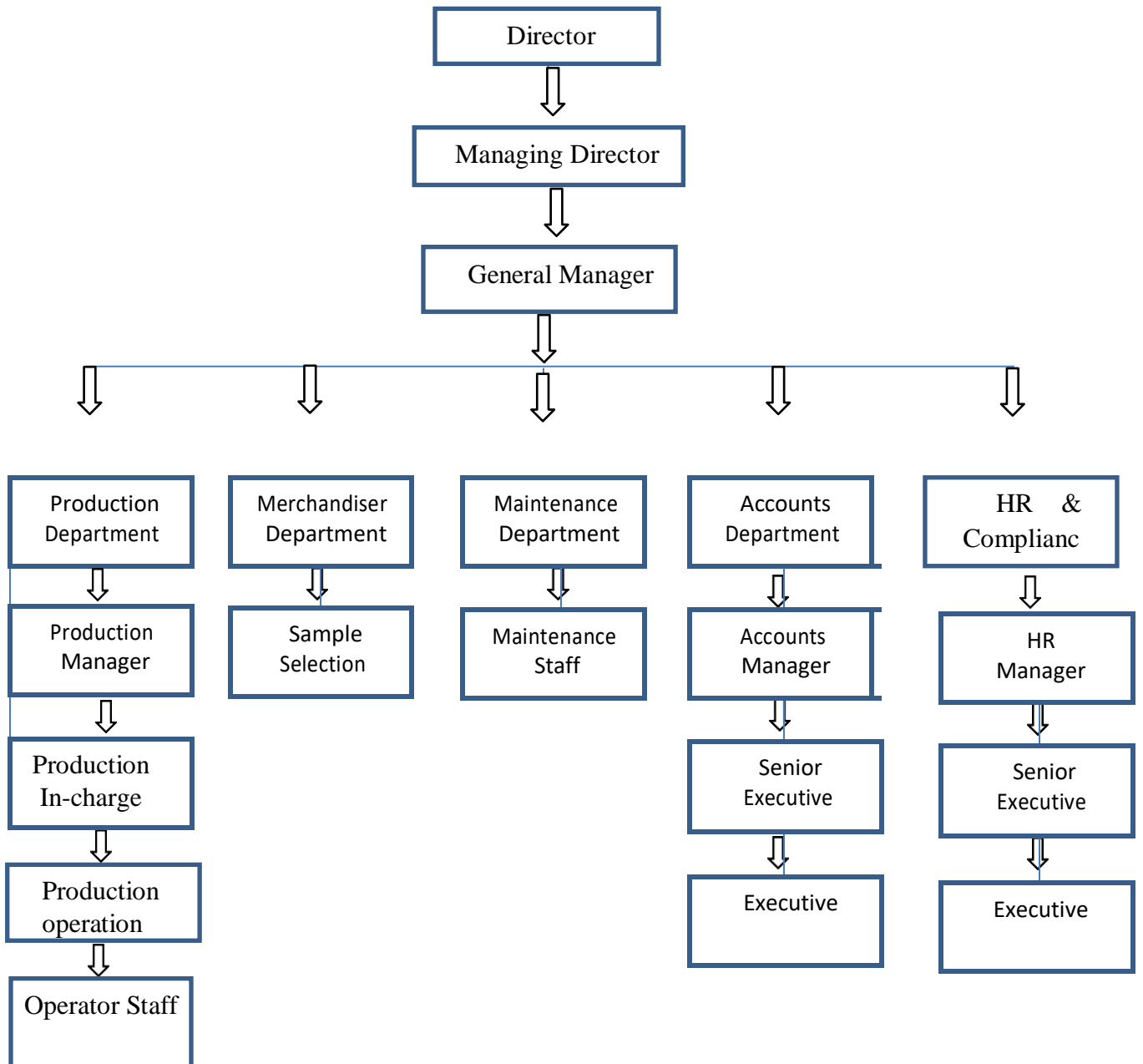
2.5 Facilities for our valued customers

- The factory may be reached without much difficulty from the nearest airport.
- We have the most advanced research and development capabilities, as well as the most skilled professionals.
- There is a specialized individual inspection room accessible for use by a variety of customers.
- RQS and NQC teams whose primary focus is to guarantee service for the benefit of our customers.
- A committee dedicated to conducting investigations within the company in order to guarantee full compliance with all applicable local laws and our customers' code of ethics.
- Spaces for conferences that are outfitted with the most recent audiovisual equipment.

Our workers enjoy a more secure atmosphere to perform their jobs in thanks to us. Our employees are the most precious commodity that the company possesses, and like any other commodity, they are managed. The following is a list of just some of the services and perks that are available to our staff members.

- Your company will provide a working environment that is both secure and pleasant for your employees.
- A sizable dining area has been provided for the convenience of our staff members.
- All of our staff members are provided with fresh drinking water to consume at any time.
- Our staff members have access to clean and sanitary restrooms, as well as a supply of personal care items.
- Each floor contains a restroom that is exclusive to either men or women.
- Each commode has its own cleaning.
- Each floor is equipped with a separate place of prayer for men and women.
- Within the child care center, there is also a provision for babysitting services.
- A minimum wage must be paid in accordance with the regulations governing employment in each state.
- Festival Incentives
- Leave pays and perks for expecting mothers.

2.6 Company organogram



2.7 Products

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

2.8 Belkuchi Knitting & Dyeing Ltd: various departments

Employers' human resource departments must assure compliance with labor laws, recordkeeping requirements, and tax regulations. Employer-Employee Relations must be taken into account.

Account separation is responsible for reporting cash balances and tracking transactions for the Accounts department. These exits have a variety of essential duties and obligations.

Additionally, maintenance employees, also known as repair staff, fit mechanical products, buildings, and machinery for upkeep and rely on them. These include plumbing, painting, and floor cleaning, as well as heating and air conditioning system maintenance and electrical updates.

The manufacturing division is the beating heart of a clothing industry. Development department responsibilities Production deviation is the region of operation that assures inputs from several production processes result in complete outputs. The director of manufacturing is responsible for the procurement and utilization of raw materials.

In the Maintenance Department, maintenance professionals, also referred to as service personnel, restore and manage mechanical materials, systems, and equipment. Among them are plumbing work, painting and floor cleaning, electrical repairs, and heating and air conditioning system maintenance.

Chapter: 03

**Training & Development process of
Belkuchi Knitting & Dyeing Ltd.**

3.1 Human Resource Management

Human Resource Management, also known as HRM, is a role inside an organization that focuses on recruiting, managing, and giving direction for the people that work in the organization. HRM is an abbreviation for the phrase "human resource management." It refers to the process of recruiting, training, retaining, and rewarding a certain workforce once it has been established.

Human resource management (HRM) refers to the set of operations carried out within an organization with the goal of attracting, developing, and retaining a competent workforce in order to achieve the organizational aim in an effective and efficient manner.

3.2 Human Resource Planning

Organizations have long relied on human resource planning to make certain that the appropriate individual is working in the appropriate position at the appropriate time. In the past, when there was more environmental predictability and stability, human resource planning concentrated on the near term and was mostly controlled by the concerns of line management. Human resource planners have new and growing duties and challenges as they get more involved in more programs to service the needs of the business and even as they begin to affect the path the firm will take as a result of those programs.

3.3 Human Resource Function

Planning, developing, and administering policies and programs that are intended to make efficient use of an organization's human resources are the responsibilities that fall under the purview of human resource management. People management refers to the aspect of management that focuses on the employees of an organization and how they interact with one another inside the business. The following are its objectives:

- ✓ The efficient management of all available human resources;
- ✓ The establishment of productive partnerships between each individual member of the company; and
- ✓ Maximum individual growth.

The following are the primary functional areas that are included in human resource management: planning, staffing, employee development, and employee maintenance are some of the tasks included.

3.4 Training

To improve an employee's performance, learning is the process that can involve the acquisition of new information, the refining of existing skills, the development of new concept rules, or the modification of attitudes and behaviors. Training can be defined as any action that results in skillful behavior.

- It is not what you want out of life, but it is aware of how to get you what you desire.
- It is not the destination you had in mind, but it is aware of how to get you there.
- It doesn't matter how high you want to go as long as you know how to get off the ground.
- It's possible that the result won't be exactly what you were hoping for, but there will be a result anyway.
- Having the knowledge to do what you dream of doing is more important than having the desire to do it.
- It's not a list of objectives; rather, it's more of a vision for the future.

Training is about knowing where you stand (regardless of how good or horrible the current situation appears) at the moment and where you will be after some point in time; training is about the acquisition of knowledge, skill, and abilities (KSA) through professional growth.

3.5 Learning

One definition of learning states that it is "a change in behavior that is largely permanent and that occurs as a result of either practice or experience." It could be anything as simple as a sustain (unlearning a bad habit), or it could be something more involved like a modification (adjusting new knowledge to old). What we mean when we talk about learning is steady transformation. The learning behavior is selective, meaning it chooses certain things to learn over others.

There are several learning principles that can be identified, some of them are as follows:

- Each person's education is unique.
- The most important factor is motivation.
- It is imperative that the learner understand the significance of the experience being gained.
- It is essential to provide "Feedback" to the learner.

3.6 Employee Orientation

The procedure that is utilized in the process of welcoming a new employee into an organization is known as new employee orientation. In most cases, a meeting with the Human Resources department is the one that initiates new employee orientation. This meeting typically covers a variety of topics, including but not limited to those pertaining to safety, the work environment, the new job description, benefits and eligibility, company culture, company history, the organization chart, and anything else that is pertinent to working for the new company.

3.7 Employee Socialization

The process by which an organization's culture is maintained and by which newcomers learn the appropriate roles and behaviors to become effective and contributing members is referred to as organizational socialization.

3.8 Traditional and modern training approaches

✓ Traditional Approach

In the past, the vast majority of organizations did not have faith in training in any capacity. They were adhering to the conventional viewpoint, which maintains that managers are born rather than made. There were also the opinions that training is a very pricey program that brings no value and hence is pointless since it is a waste of money. In the past, businesses put a greater emphasis on CEOs saving money. However, it appears that the circumstance is shifting at this point.

✓ The Modern Approach

The current approach to training and development in Bangladesh is based on the realization by Bangladeshi organizations of the significance of providing their employees with corporate training. Training is increasingly seen more as an instrument for retaining employees rather than a cost. Changes have been made to the training system in order to produce more intelligent workers and improve overall performance.

3.9 Role of training

- ✓ Development of Skills of Employees

Employees at all levels can benefit from increased job knowledge and abilities through participation in Training and Development programs. It contributes to broadening the frontiers of the human brain as well as the employees' personalities as a whole.

- ✓ Optimum Utilization of Human Resource

Training and development serve to optimize the use of human resources, which in turn assists employees in achieving both their own personal goals and the organization's overall objectives.

- ✓ Development of Human Resources

Training and Development is an organizational function that serves to give an opportunity and a comprehensive structure for the development of technical and behavioral abilities in human resources within a company. In addition to this, it assists employees in achieving personal development goals.

- ✓ Productivity

Training and development contribute to an increase in staff productivity, which in turn assists an organization in moving closer toward its long-term objective.

- ✓ Team Spirit

Training and Development plays an important role in instilling a sense of teamwork, as well as fostering inter-team cooperation and team spirit. It is beneficial in that it helps inculcate the desire to learn within the workforce.

- ✓ Organization Culture

Training and Development is helpful in developing and improving the organizational culture as well as the effectiveness of the organization. It contributes to the establishment of a culture of learning within the company.

✓ Organization Climate

The favorable perception and feeling that people have about the company can be helped along by Training and Development. These emotions are conveyed to the workers from their superiors, their peers, and their subordinates.

✓ Obsolescence Prevention

"Training and development programmers foster the initiative and creativity of employees and help to prevent manpower obsolescence, which may be due to age, temperament, or motivation, or the inability of a person to adapt him to technological changes. Training and development programmers foster the initiative and creativity of employees.

✓ Quality

Training and development contribute to an improvement in both the quality of work and the quality of life outside of work.

✓ Healthy Work-Environment

The creation of a positive and productive working environment is aided through Training and Development. It is helpful to create good relationships with employees in order to ensure that individual goals correspond with those of the organization.

3.10 Other Roles

- For an employers' group to create awareness among employers of the necessity for increasing investment in the development of human capital as an essential requirement for achieving competitiveness in the market place.
- In the education of personnel or human resource managers, taking into consideration the fact that their job still has a tendency to be undervalued in comparison to those of other management functions such as marketing, production, and finances. This function could also be carried out by providing training support to professional bodies such as an institute of people management.
- A group representing employers ought to have the ability to have some kind of influence over the availability of training incentives to be made available to companies, whether that be through the tax system or through training levies. There are a great number of instances in various countries that might serve to supply employers' organizations with helpful suggestions.

- A group representing business owners and managers may provide educational resources that would be available to companies for use in-house.

3.11 Inputs of training and development

Inputs that allow participants to gain skills, learn theoretical concepts, and help acquire vision to gaze into the distant future are essential components of every training and development program. These must be present in any program. In addition to this, there is a requirement to instill an ethical orientation, to place an emphasis on the modification of attitudes, and to place an emphasis on the capacities of decision making and problem solving.

✓ Skills

Training is the process of teaching people new skills. A worker needs the abilities necessary to use machines and other equipment with the least amount of damage or scrap; this is fundamental, and a worker is unable to work on machines if they do not possess these skills. Interpersonal abilities, also referred to as people skills, are essential for executives, just as they are for supervisors and employees. To comprehend oneself and others, as well as to respond appropriately, requires the development of interpersonal skills.

✓ Education

The goal of education is to instill a sense of reasoning and judgment in students along with the transmission of theoretical concepts. HR professionals are aware of the significance of continuing one's education as part of any training or development program. Employees are frequently encouraged to participate in continuing education on a part-time basis by their employers.

✓ Development

Another part of a training and development program, this one putting more of an emphasis on information and less on practical abilities. It is helpful for better management of the company to have knowledge about various topics, such as the business environment, management principles and practices, human relations, specific industry analysis, and similar topics

✓ Ethics

In order to fulfill its purpose, a training and development program must include the transmission of an ethical viewpoint. There is no argument against the fact that business ethics are, for the most part, disregarded. Within an organization, unethical actions are especially prevalent in the areas of marketing, finance, and production. This in no way releases the HR manager from their duty to

take responsibility for the situation. The responsibility for unethical behavior on the part of employees in production, finance, or marketing lies with the manager of human resources. It is incumbent upon him or her to educate all of the staff members in the company on the importance of ethical conduct in the workplace.

3.12 Training and development steps

The training regimens are broken down into five distinct stages.

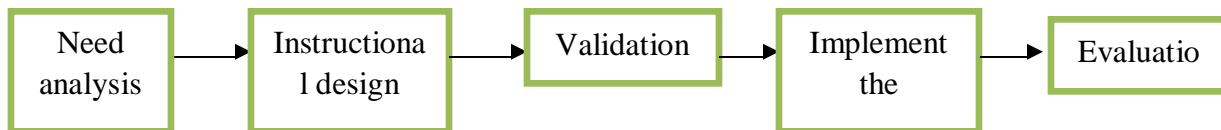


Figure 1 Steps of training and development

✓ Needs Analysis

The initial stage in the process of training is to do a needs analysis. It defines the particular work performance abilities that are required, evaluates the skills of the potential trainee, and establishes particular quantifiable knowledge and performance targets based on any shortcomings that are found.

✓ Instructional Design

In the second step of instruction design, individuals make decisions regarding the compilation and production of the training program content, which may include work books and exercises.

✓ Validation

The third part of the process is called validation, and it consists of presenting the training program to a select group of individuals who are meant to be representative of the whole.

✓ Implement the Program

The training of the employees who will be affected by the program is the focus of the fourth step in the process of putting the program into action.

- ✓ Evaluation

The fifth step is an evaluation, during which management determines whether or not the program was successful.

3.13 Training methods

The process of growth and development that is known as management development is a methodical approach that is used by managers to improve their management skills. Not only does it focus on enhancing the performance of managers, but it also seeks to provide those managers with possibilities for personal growth and professional advancement.

There are two different approaches that managers might use in order to advance their knowledge and expertise. The first is via participating in formal training, and the second is by gaining experience while working. Training that takes place on the job is highly important since the only way true learning can take place is when one puts what they have learnt into practice.

However, it is also of equal significance when it comes to acquiring knowledge through classroom study. Learning is only effective when it combines theoretical considerations with practical application. Therefore, strategies learned on the job can be combined with those learned in a classroom setting (off-the-job methods).

3.13.1 On-the-job Training (OJT) Methods

This is the most common type of training and involves placing a student in a specific job and teaching them the skills and knowledge they need to execute that job.

- ✓ Job rotation

This style of training entails moving the trainee from one job to another in order for them to obtain knowledge and expertise from performing a variety of different tasks. The learner will have an easier time understanding the challenges faced by other workers thanks to this strategy.

- ✓ Coaching

The trainee is assigned to work under a specific supervisor who serves in the capacity of a training coach and gives the learner with feedback as part of this methodology. There will be occasions when the trainee won't have the chance to voice his or her opinions.

- ✓ Job instructions

In this type of training, which is also referred to as step-by-step training, the trainer explains to the student how to perform the tasks and then corrects the trainee if they make a mistake.

- ✓ Committee assignments

A problem within the organization is presented to a group of trainees, and they are tasked with finding a solution by debating the issue. This helps to improve the work that the team does.

- ✓ Internship training

The trainees are given guidance in both the theoretical and practical components of the approach through which it is implemented. In most cases, students from colleges of engineering and commerce are the ones that participate in this form of training in exchange for a meager stipend.

3.13.2 Off the job Training

A variety of instructional methods, including classroom lectures, videos and films, case studies, and others, are included in off-the-job training.

- ✓ Classroom Lecture

Presentations with the goal of conveying particular interpersonal technical or problem-solving skills to the audience.

- ✓ Videos and Films

Using different forms of media production to display particular abilities that cannot be effectively conveyed through the use of other types of training methods.

- ✓ Simulation Exercise

Training that consists of actually carrying out the duties of the job. Case studies, role acting, and collaborative decision-making might fall under this category.

- ✓ Computer Based Training

Programming a computer to simulate some aspects of life outside of work in order to create a simulation of the working environment

- ✓ Vestibule Training

Training on actual equipment used on the job, but carried out in a setting that is not the actual place of work but rather a simulated workplace.

- ✓ Programmed Instruction

Reducing the amount of content covered in training to highly ordered and logical sequences. It is possible that the disk will offer interactive computer tutorials.

- ✓ Case Study Method

A trainee is given a written description of an issue that an organization is experiencing as part of the case study process. After that, the individual examines the case, makes a diagnosis of the issue,

and then participates in a conversation with the other trainees to share his findings and potential remedies.

✓ Outside Seminars

There are several businesses and educational institutions that provide management development seminars and conferences, both online and in traditional settings. For instance, the FBCCI organizes several short-term training sessions on a variety of topics pertaining to business.

✓ University Related Programs

Continuing education and executive education are both offered by a wide variety of universities and institutes.

3.14 Development

In order to attain organizational goals, development is the act of improving performance and altering behavioral patterns or mentalities towards specific difficulties. In other words, development refers to any effort to enhance present or future management performance through information transfer, attitude change, or skill development. Instead of just improving a particular ability now, development requires achieving long-term effectiveness in the workplace that will profit from it in the future.

3.15 Difference between Training and Development

Training is concerned with the immediate improvement of specific skills of the employee, that is, the ways to make the employee more effective in his current role. Development, on the other hand, is a process to make the employee efficient enough to handle critical situations in the future, that is, how well he can equip himself for the future demands. Training is concerned with how well an employee can equip himself for the future demands. The primary distinction between the two is that training emphasizes current job skills (a process that takes place over a short period of time), whereas development emphasizes future job skills and efficiency.

3.16 Career Development

The management of one's career either within an organization or between organizations is an essential part of professional development. In addition to that, it involves acquiring new talents and improving oneself in order to assist in one's job. The process of learning new skills and advancing one's professional standing is referred to as career development. Planning one's professional growth is essential for success, regardless of whether one is interested in switching careers or advancing within an existing organization. One is able to prepare for their own personal

career progress and set goals and objectives for that advancement by developing a personal career development plan.

3.17 Performance Evaluation

The method of evaluating an employee's performance that entails tracking, evaluating, and providing feedback on actual performance based on key behaviors and competencies established in the goals that support the achievement of the overall organizational mission. This method of evaluating performance is also known as the 360-degree feedback method.

Chapter: 04

Analysis and Findings

4.1 Analysis of SWOT

When applied to a strategic analysis, the SWOT framework provides a straightforward method for developing potential courses of action. When doing a SWOT analysis, both the internal and external factors of a business are taken into account. The primary purpose of a SWOT analysis is to identify the organization's internal strengths, or the areas in which it excels relative to its own competitors and in which it is weak. Opportunities and dangers from competitors can both be assessed simultaneously, allowing the business to make informed decisions.

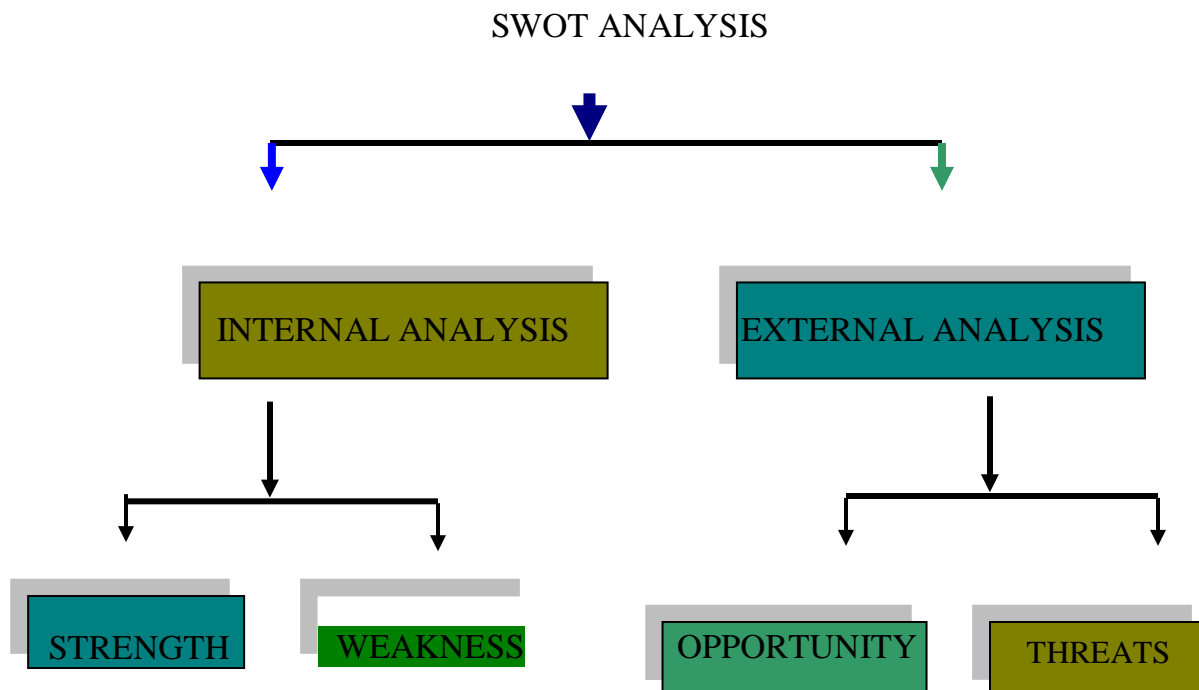


Figure 2 SWOT Analysis

Strength

- > Workforce that is skilled.
- > Market Reputation.
- > Collaborative effort with several vendors.
- > Permanent Buyers.
- > Collaboration with businesses who provide backward linkage.
- > Relationship with customers that is sustained over time.

Weaknesses

- > Failing to attract significant purchasers
- > Website that is not approved to international standards.
- > A lack of storage space and a communication breakdown
- > HR Department

Opportunities

- > Work at a low wage.
- > Inspiring and encouraging the workforce.
- > Advertising.
- > In order to satisfy the requirements of the evolving industry, product design market intelligence skills are being developed.
- > Demand for RMG goods is growing in international markets.

Threats

- > Global competition due to no availability of quota facilities.
- > Uncertainty in political leadership in our nation and labor strife in this industry
- > A shifting pattern in the requirements of purchasers
- > An increase in the market share held by countries located in South Asia such as China and India
- > The cost of the material, or the fabric, has occasionally gone up.
- > A failure to ship within the allotted period could result in a significant loss of money and damage to the brand's reputation.

4.1 Findings

- ✓ **Inadequate training:** The provision of employees with training that is inappropriate for their requirements and skill sets is one of the most significant challenges associated with employee training.
- ✓ **Employee apathy:** Company leaders must also remember that training can go in either direction. Management provides learning opportunities, but people must actively participate. True learning occurs when people integrate new information and utilize it successfully at work. Lack of interest is a common and difficult training barrier.
- ✓ **Insufficient support from management:** Classroom instruction is not both the beginning and the finish of training. Employees won't be inspired to improve their abilities until management gives them the green light to do so.
- ✓ **Conflict management:** The most prevalent difficulties that arise throughout the process of training and development include geographical restrictions, increasing prices, language hurdles, translation concerns, and the requirement for virtual training.
- ✓ **Dealing with Change:** Organizational change is common and more challenging than ever. Navigating through changes related to mergers, acquisitions, technology, budgets, and staffing is the top challenge cited by L&D professionals.
- ✓ **Fostering the Development of Leaders:** There are many different types of work situations that present difficulties in leadership development. It is essential for businesses to cultivate leaders at every level, from team leads on the front lines all the way up to the CEO, so that they can support the success of their employees and ensure that the company will be successful both in the short term and in the long term.
- ✓ **Learners' Engagement:** Training and development experts have an obligation to convey the significance of their field. Learning and growth appear to be put on the back burner far too frequently in favor of other seemingly more pressing responsibilities. It is difficult to convince learners to attend, actively participate, and follow through on their development tasks, and this is likely to remain a problem in the absence of clear prioritizing or accountability metrics.
- ✓ **Train Consistently:** Even for seasoned professionals, managing conflict effectively can be difficult; yet, conflict management is a vital skill that cannot be disregarded. Eighty-five percent of a team's members encounter conflict in the job.

Chapter: 05

Recommendation & Conclusion

5.1 Recommendations

- ✓ **Specific training:** It's possible that the organization will supply them with generic training that isn't particularly applicable to their role, or training that doesn't put enough emphasis on the abilities they need to improve and instead places too much emphasis on the skills they already possess. The employee still does not possess all of the necessary abilities, which results in a skill gap for both the employee and the organization.
- ✓ **Collect employee's individual idea:** Even before training is provided, the HR department is required to solicit employees' opinions, thoughts, and ideas in order to engage them. Employees demonstrate a stronger level of acceptance when they are given the opportunity to create their own goals and make recommendations for training based on their unique requirements.
- ✓ **Giving employee wages & extra support from management:** Organizations should foster an atmosphere conducive to learning so that workers are inspired to expand their repertoire of abilities, broaden their horizons of expertise, and better themselves professionally and personally. This involves making time for training and offering resources like lunch and travel reimbursements. Training must be followed up on at regular intervals. The performance evaluation process should also provide substantial weight to the employee's growth.
- ✓ **Proper training for conflict resolution:** They should comprehend and provide training that enables employees to study and apply the many stages of conflict resolution, such as negotiation and mediation. Identify needs: People express their needs and are receptive to discovering answers. Observe underlying issues: Call attention to underlying concerns and assist team members in discussing them while maintaining emotional control.
- ✓ **Making combination between organization & employee:** Finding areas of overlap between what the company requires and the interests and personal aspirations of team members makes it possible for training to be both strategically stimulating and personally motivating.
- ✓ **Group training:** Making training applicable to specific jobs in a manner that enables individual members of a team to improve their day-to-day performance.
- ✓ **Educational Facilities:** Making available educational possibilities that are shaped by the requirements of the target employee and developed to meet those requirements. the provision of feedback in real time in order to speed up training and performance.

5.2 Conclusion

To sum up, we believe that the major components of this study report may be understood with a minimum amount of technical knowledge. I used interviews and questionnaires to gather the data I needed. Then, I gave detailed explanations and recommendations.

Belkuchi Knitting & Dyeing Ltd. is one of the major private manufacturers in Bangladesh, and it has been there for quite some time thanks to its solid reputation and cutting-edge infrastructure. By satisfying its customers, it has managed to keep its dominant market position. It boosted the national economy by bringing in a lot of money from abroad. Organizational growth is seen to be impossible without a focus on and investment in people. As a result, it places a premium on the people who work for it and places a lot of care into the selection and recruiting of that workforce. An organization can only grow if its employees grow, and it must give the resources necessary for that to happen. Its ultimate goal is achieved by integrating business with morals and responsibility. An integral part of every successful recruitment effort is the selecting process. The first party creates a pool of possible candidates, and the second party selects the winner. A more competitive business will have a recruitment and selection procedure that is both effective and efficient. Positive portrayals of human resource management are accurate. Each month, they set their sights on new ways to expand. The time for alteration has come. Actions that will aid Pacific Jeans Limited in the long run should be prioritized.

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