

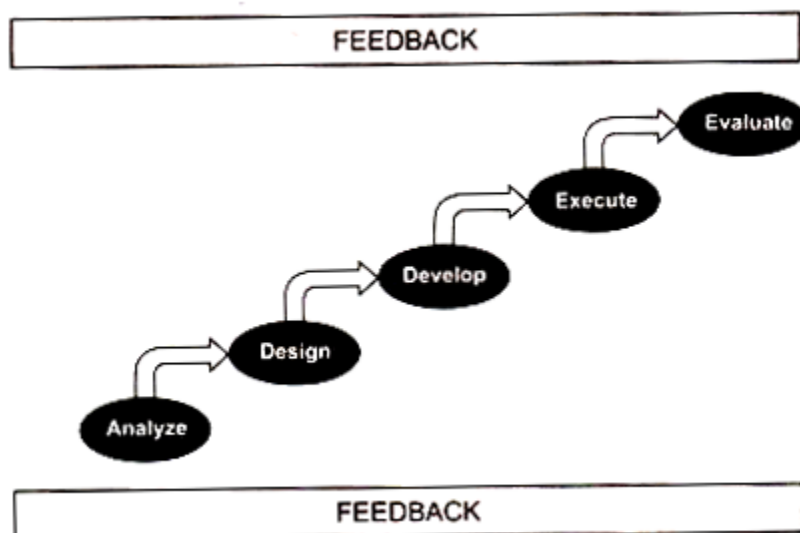
Models of Training Employees: Steps, Transitional and Instructional System Development Model!

Training is a sub-system of the organization because the departments such as marketing & sales, HR, production, finance, etc. depends on training for its survival. Training is a transforming process that requires some input and in turn it produces output in the form of knowledge, skills, and attitudes (KSAs).

The three models of training are:

1. System Model
2. Transitional Model
3. Instructional System Development Model

1. System Model Training:



The system model consists of five phases. It should be repeated on a regular basis to make further improvements. The training should achieve the purpose of helping the employees to perform their work to required standards.

The steps involved in System Model of training are as follows:

1. Analysis and Identification:

Analyze and identify the training needs i.e. to analyze the department, job, employees requirement, who needs training, what do they need to learn, estimating training cost, etc. The next step is to develop a performance measure on the basis of which actual performance would be evaluated.

2. Designing:

Design and provide training to meet identified needs. This step requires developing objectives of training, identifying the learning steps, sequencing and structuring the contents.

3. Developing:

This phase requires listing the activities in the training program that will assist the participants to learn, selecting delivery method, examining the training material and validating information to be imparted to make sure it accomplishes all the goals and objectives.

4. Implementation:

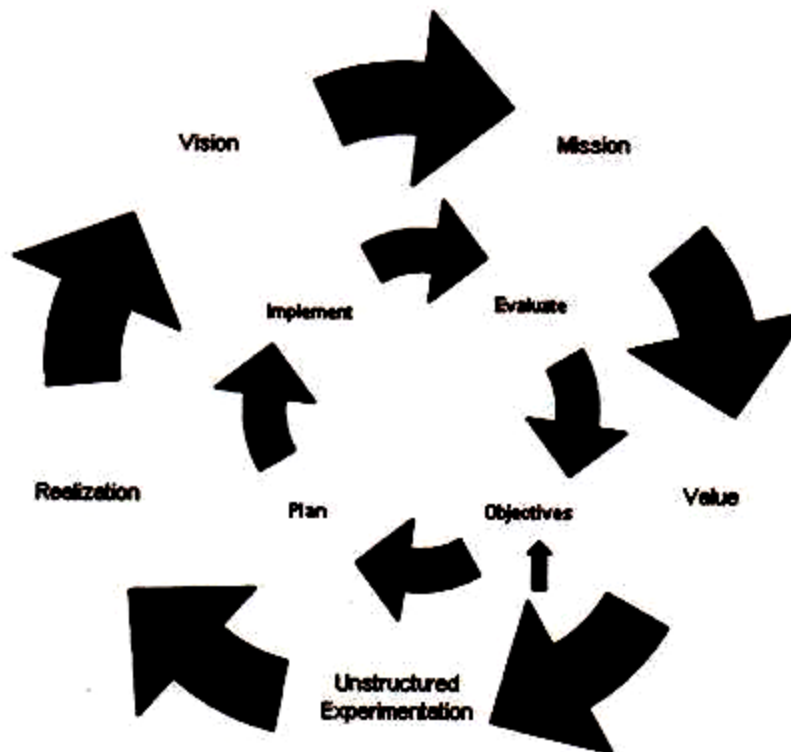
Implementing is the hardest part of the system because one wrong step can lead to the failure of whole training programme.

5. Evaluation:

Evaluating each phase so as to make sure it has achieved its aim in terms of subsequent work performance. Making necessary amendments to any of the previous stage in order to remedy or improve failure practices.

2. Transitional Model:

Transitional model focuses on the organization as a whole. The outer loop describes the vision, mission and values of the organization on the basis of which training model i.e. inner loop is executed.



Vision:

Focuses on the milestones that the organization aims to achieve after the defined point of time. A vision statement tells where the organization sees itself few years down the line. A vision may include setting a role model, or bringing some internal transformation, or meeting some other deadlines.

Mission:

Explain the reason of organizational existence. It identifies the position in the community. The reason for developing a mission statement is to motivate, inspire, and inform the employees regarding the organization. The mission statement tells how the organization would like to be viewed by the customers, employees, and all other stakeholders.

Values:

It is the translation of vision and mission into communicable ideals. It reflects the deeply held values of the organization and is independent of current industry environment. For example, values may include social responsibility, excellent customer service, etc.

The mission, vision, and values precede the objective in the inner loop. This model considers the organization as a whole. The objective is formulated keeping these three things in mind and then the training model is further implemented.

3. Instructional System Development Model:

Instructional System Development model was made to answer the training problems. This model is widely used now a day in the organization because it is concerned with the training need on the job performance. Training objectives are defined on the basis of job responsibilities and job description and on the basis of the defined objectives individual progress is measured.

This model also helps in determining and developing the favorable strategies, sequencing the content, and delivering media for the types of training objectives to be achieved.

The Instructional System Development model comprises of five stages:

1. Analysis:

This phase consist of training need assessment, job analysis, and target audience analysis.

2. Planning:

This phase consist of setting goal of the learning outcome, instructional objectives that measures behavior of a participant after the training, types of training material,

media selection, methods of evaluating the trainee, trainer and the training program, strategies to impart knowledge i.e., selection of content, sequencing of content, etc.

3. Development:

This phase translates design decisions into training material. It consists of developing course material for the trainer including handouts, workbooks, visual aids, demonstration props, etc. course material for the trainee including handouts of summary.

4. Execution:

This phase focuses on logistical arrangements, such as arranging speakers, equipment's, benches, podium, food facilities, cooling, lighting, parking, and other training accessories.

5. Evaluation:

The purpose of this phase is to make sure that the training program has achieved its aim in terms of subsequent work performance. This phase consists of identifying strengths and weaknesses and making necessary amendments to any of the previous stage in order to remedy or improve failure practices.

The ISD model is a continuous process that lasts throughout the training program. It also highlights that feedback is an important phase throughout the entire training program. In this model, the output of one phase is an input to the next phase.