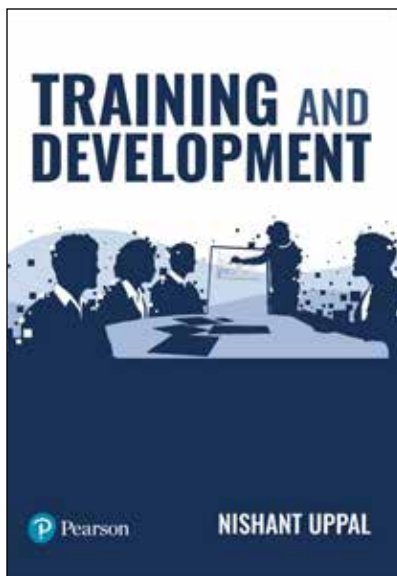


BOOK REVIEW

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TRAINING AND DEVELOPMENT

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Every individual is unique and has infinite potentials. However such potential remains untapped if we do not garner them rightfully. Talents can be aptly used when the right environment is created and necessary capacity building measures are adopted to nurture them. Among the numerous measures that can be adopted, conducting trainings to enhance knowledge level, skills and competency of employees are significant. A new book entitled

‘TRAINING AND DEVELOPMENT’ by Nishant Uppal has arrived on the shelf. It is published by Pearson Education, India. A succinct discourse on the book entails merit from the perspective of many stakeholders.

The book contains a total of seven chapters. The first chapter gives an overall idea to the reader on the general topic of the book and is named as ‘Introduction to the Concept of Employees Training and Development’.

The second chapter deals with a discussion on the process of identification of employees who require trainings and the nature of training required. Accordingly the chapter is named as 'Training Need Analysis' (TNA). The third chapter elaborates on the area of development of training design and is named as 'Training Design Development'. The fourth chapter delves on the development of training programme, which is named as 'Training Programme Development'. The fifth chapter discusses on how training programmes are delivered and accordingly named as 'Training Delivery'. The sixth chapter introduces some of the emerging techniques in the field of conducting training programmes and is named as 'Training Games and Exercises'. The seventh chapter gives an overall summary of the entire discussion of the book and is named as 'Conclusion'.

With the evolution of dynamic workforce cultures globally, designing customized programs for the development of employees in organizations is a key requirement. The book addresses this key issue in a succinct manner. As teaching methods has evolved to be more modern and sophisticated on a continuous basis, the scope and motivation for learning has become infinite. Consequently emerging organization today, use both formal and informal learning platforms as complementary methods to train people. The book enables the readers to get on to a journey to know essentially the requirements, the types and the drives of formal and informal channels related to training.

The book has been able to touch on the critical aspects involved in the process of

training needs analysis. Proper identification of the nature of various training needs is essentially required for the successful conduct of training programs. The reader can get on to some fundamental components that are essentially required for the desired knowledge to be imbibed on the trainees through the conduct of trainings in a meticulous manner. Conducting trainings involves cost in terms of money, energy, resources and that has to be properly accounted for, to deal with issues related to outlay allocation under key heads. Systematic process of creating instructional design and applying acquired knowledge cum skills through trainings to targeted jobs are essential. Further evaluation of training performance is required to determine the efficiency and effectiveness of training programs. Evaluation also help to identify whether specific results are accomplished as intended by the envisaged objectives and be aware of the potential areas for improvement felt necessary in future. Evidently the book has successfully accommodated the important concept related to 'transfer of training' and 'training evaluation'.

In the real world, a variety of developmental programs are available for the capacity building of employees. However there is a need to determine the capability of such developmental programs to create the intended result. The book portrays important aspects on the effectiveness of developmental programs to create an inner urge to gain knowledge on the emerging learning techniques. A significant challenge fulfilled by the book is by its ability to make complex concepts on the area of training simple and aptly audience centric. This has

evidently made the book coherent and easy to understand by the reader.

The book has accommodated interactive learning techniques with the use of gamification, case study, feedback approaches and the like. Inclusion of gaming exercises is fruitful in stimulating the senses of trainees during training programs and it makes the process of learning more creative. It also acts as a facilitator in the absorption of new ideas by the trainees. Further it makes the learning experience more interactive as well as enjoyable thus keeps the learner inspired and connected throughout the training process. Accordingly six key on-training games and exercises have been incorporated.

The book has also introduced the concept of feedback-based learning techniques in a progressive and active way. Such form of learning engages both the trainer and the trainee in the learning process. Feedback may have many forms like oral, written, formal, informal, peer based, evaluator based or self assessed feedback. In other forms it leads to the participation of both instructors and peers in giving feedback on performance. As a result learners get a platform to nurture necessary skills of evaluation that ultimately enables them

to examine things more decisively and with self confidence.

The book has also employed case study method related to training policies in employment. Case study of prominent organizations like IBM, Sage, Nestle and many other have found a place in the book. Thus potentially readers can be stimulated to consider and take decisions related to application of learned policies in job environment, develop creative ideas and adopt better work process with a practical orientation. In a nutshell, among the many specialties of the book, the writings in a reader friendly manner with suitable illustrations and their practical inferences, inclusion of gaming exercises in trainings and the use of notable case studies of prominent organizations make it unique in its own way.

The book has successfully delved on a variety of key emerging issues that were the long felt need to be addressed under one single platform. Instead of relying on multiple social networks and other internet sources, it is worth investing in this book. Students, academicians, wannabe managers, trainers, consultants and administrators can consider this book as a ready reckoner in the field of training and development.