**To Study the effects of Information Technology in Training and Development Programs on the Performances of Employees of Educational Institutes**

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**Abstract**

The aim of the study is to make the awareness among the employees that not only corporate sector but also teaching sectors need to upgrade their knowledge with the growing world. As the focus of training is on the employees of education institutes so that they are also awareby the recent trends going on in the world. But as observed this was not focused until the covid pandemic.

**I. Introduction**

There is no doubt that Education institutes worldwide are striving hard for competing in the fast moving world. In order to do so, institutes have to obtain and utilize their human resources effectively. Education Institutes need to be aware to face more realistically towards keeping their human resources up-to-date. In doing so , management need to pay special attention to all the core training functions relating to technological change of human resource management as this plays an important role in different education institutes, social and economically related areas among others that are influential to the attainment of the institutes goals and thus institutes successful continuation in the market. This study, therefore, goes on to discuss one of the core functions of human resource which is training, employee performance, and how the earlier affects the latter. As per the changing scenario its been a need not only for the corporate sector but also for the education institutes. Its the technological change happening in the coming year’s as the very need has raised for training our teaching and non teaching staff with the upgraded methods of technology. The need for it arises when the pandemic situation had a raised. It really made the institutes urge the need to train their employees with the technological changes. Hence there was a lot of utilization of technology in the covid situation. No one was aware regarding the use of technology but after the pandemic its been a must for every one to learn and apply in all fields of work.

**II. Theoretical Framework**

Meaning Of Training

Training and development refer to the process of enhancing an individual's knowledge, skills, and abilities to perform their job effectively and efficiently. Training typically involves providing employees with specific skills and knowledge required to perform their current job better. This includes on-the-job training, classroom-style training, online learning, and other methods to help employees acquire new skills.

On the other hand, development focuses on the long-term growth and career progression of an individual. It includes activities such as mentoring, coaching, job rotations, and other opportunities that help employees develop their potential and prepare for future roles and responsibilities within the organization.

Overall, training and development are essential for organizations to improve employee performance, increase job satisfaction and engagement, and retain top talent.

Definition of Training:

Dale S. Beach defines training as ‘the organized procedure by which people learn knowledge and/or skill for a definite purpose’. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization.

 **Training**

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**Helping members of an organization acquire and apply the knowledge**

 **Development**

**The process of coming into existence or of creating something new or more advanced**:.

**Information Technology**

**The study or use of electronic equipment, especially computers, for collecting, storing and sending out information**

Types Of Training :-

Technical or Technology Training –

This can be Depending on the type of job, technical training will be required.

Quality Training –

 The quality training will make the employee learn it in better can efficient manner.

Skills Training-

Skills training will help the employees to get upgraded with the organisational changes.

Professional Training –

A Professional expert will be able to make the training more clear than the person with unprofessionalism

Safety Training-

 Safety Training required for employees to have knowledge about how to utilize the system with safety.

**III. Literature Review**

Training and Development is an essential part of the organisation with the efficient working It is also important to understand the technological changes taking place round us. Its been the Curial side that makes the organisation worth while as the employee are the asset of the organization. According to , (M. M., Choudhury, M. M., &Latif, W. B. ,2019) Training and development leads to improvement in the organization. The skill, knowledge and abilities are the requirements which are to be full filled by the employee so training vital part. For the purpose of improving the performance of employee it is obligatory on the part of the organization. It is important to bring into light so that the market dynamics, opposition, customer satisfaction and net promoter. Training should not be done for formalities purpose it should be given extended time to see that full assimilation is done in proper manner. Here trainer should guide in such a way that right attitude is developed among the trainee towards the work.(Anyanwu, 2016) . According to (Kum, F. D., Cowden, R., &Karodia, A. M. 2014) investing in employee will certainly realise return to the organization. Each an every organization should have evaluation program for better results therefore after this feedback is essential for enhancement purpose. So that the essential change can be made accordingly.

**IV. Objectives of the Study:-**

* To study the importance of IT training in enhancing the performance of employees in educational organisations.
* To study the extent of awareness of use of IT among the employees working in education institutes before covid 19 pandemic and after covid 19 pandemic.
* To observe whether the existing training programs are fulfilling the objectives of the management.
* To analysis the effect of IT training on the performance of employees.

**V. Scope of the study:-**

* The present study is very useful for employees as they will be trained according to the upgraded technological changes at this fast moving world.
* The present study is useful for organisation as well ,because it will help in increasing their work efficiency.
* The present study will help the employees with their performance

**VI. Methods of Research**

Research is based on the secondary sources like internet, books, journals etc. It is not on the primary source.

**VII. References**

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