

HUMAN RESOURCE PRACTICES - TRAINING AND PLACEMENT

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ABSTRACT

The human resources or human relations department oversees a number of functions within the organization, including hiring, training, monitoring certain policies and even handling disputes. In addition, the human resources department must keep company employees updated on certain laws, such as safety and discrimination. Therefore, it is essential that all human resource managers and employees get the appropriate training. Training is the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance. It forms the core of apprenticeships and provides the backbone of content at institutes of technology (also known as technical colleges or polytechnics). In addition to the basic training required for a trade, occupation or profession, observers of the labor-market recognize as of 2008 the need to continue training beyond initial qualifications: to maintain, upgrade and update skills throughout working life. People within many professions and occupations may refer to this sort of training as professional development. Placement basically refers to the system of assessment and selection by which vacancies are filled by staff serving in an organization. Placement can also be defined as the internal filling of vacancies as distinguished from external recruitment. Placement is a process of assigning a specific job to each of the selected candidates. It involves assigning a specific rank and responsibility to an individual. It implies matching the requirements of a job with the qualifications of the candidate.

KEYWORDS: Human Resources Department, Safety & Discrimination, Acquisition of Knowledge, Internal Filling of Vacancies and Assigning Jobs